

## Educational Opportunity Program - Transitional Programs FreshStart (FS) – Summer Phase

### Job Announcements for: Academic Mentors

#### PROGRAM DESCRIPTION:

EOP Transitional Program is seeking highly motivated and responsible individuals willing to commit to a challenging opportunity.

The EOP Transitional Programs at California State University, Northridge is intended to help students build on their academic skills and assist with their acclimation to the university environment. The design and implementation of this intensive transitional program incorporates university-wide coordination and cooperation. Bridge is designed to provide the students with a comprehensive introduction to the university, basic skills development in the areas of reading and writing, study techniques, a student support network, an increased pride in their ethnic identity and greater understanding of the diversity of their fellow students. (May be asked to participate in-person activities.)

**PROGRAM DURATION:** August 13th – August 17th, 2024. Additional days and some weekend works are required, this may include pre-program dates.

**TRAINING & STAFF DEVELOPMENT DURATION:** Training will occur the week of June 3rd – 7th, 2024 from 9:00 a.m. - 5:00 p.m.

**APPLICATION PROCEDURE:** Completed Application via Qualtrics: [EOP Transitional Programs - Bridge Mentor 2024 Application](#). Applicants must submit two references, included in either application or resume.

#### APPLICATION DEADLINE:

Completed Application, resume, and 2 references must be submitted by **5:00 pm, Friday March 29th, 2024** to the above Qualtrics link.

#### PLEASE NOTE:

1. Qualified applicants will be notified for an interview.
2. Availability of positions is contingent upon funding.
3. This position requires the ability to be flexible and adapt to a variety of situations.
4. This position requires you to work effectively with diverse, economically disadvantaged students.
5. Experience with online learning.

**Academic Mentor:** Academic Mentors work under the direct supervision of EOP Transitional Programs. A strong background in Reading/Writing Skills and Ethnic Studies is highly desirable.

**Academic Mentors** are required to continue their employment with the class in the Fall 2024. Academic mentors will receive priority registration and will be compensated.

**COMPENSATION:** \$1,125.00 includes training and any other co-curricular activities. Position requires minimum 6 hours per day – some evening hours will be required. Will be required to move in 1 day before start of Program – 20 hours.

**QUALIFICATIONS:**

- Applicants must be a CSUN student in good academic standing (i.e., not on probation).
- Demonstrate the ability to problem solve in a fair and equitable fashion
- Applicants must demonstrate the ability to communicate effectively, positively, and clearly
- Applicants must be sensitive to the social and educational conditions affecting a diverse student population
- Be able to create, establish, and maintain a trusting, productive relationship with students
- Ability to work independently and as part of a team
- Serve as a role model and demonstrate Respect, Responsibility, positive Attitude, and Maturity (RRAM)
- Ability to adapt, maintain, and support successful online student learning
- Completion of 60+ units of undergraduate work is preferred.
- Experience with EOP Summer Transitional Programs is preferred

**DUTIES (include but not limited to):**

- Serve as a mentor to assigned students by providing guidance, support and accurate academic information
- Provide and maintain follow up student communication support services (Zoom Meetings, Phone Consultations, Emails, etc.)
- Consider all information regarding students as confidential and share information only with appropriate Bridge Staff
- The Academic Mentor is expected to provide assistance to the Bridge Program students on an individual and group basis as assigned, emphasizing the basic skills necessary to master the subject and complete the course requirements
- Virtually support faculty by assisting in monitoring online student attendance and ensuring appropriate online student etiquette/demeanor.
- Assist faculty in facilitating, monitoring, and maintaining virtual online learning platforms (Online Zoom - Classes, Study Sessions, Critical Theory Film Viewings & Discussions, etc.)
- Assist in supporting faculty in online student classroom discussion/messaging boards (Zoom, Canvas, etc.)
- Develop success plans to assist students in achieving the necessary requirements as determined by faculty and Program
- Develop an effective and professional academic mentoring relationship with each student
- Encouraged to attend any extra-curriculum activities virtually
- Provide and maintain updated reports of student’s academic progress to faculty and Bridge Staff on regular basis via meetings, emails, etc.

- Be thoroughly familiar with the course material including knowledge of the syllabus assignments, exam schedules, and competency in all materials covered in the courses
- Become proficient at and practice the skills presented in training activities
- Consult with appropriate Bridge Staff and faculty regarding any needs to ensure continued effectiveness
- Professional demeanor is required at all times
- Perform other duties as appropriate or assigned