NOW HIRING

Graduate Student Mentor

Job Description

Under the general supervision of the Africana Studies Department Chair, the Graduate Student Mentor will work closely with Africana Studies major/minor to share his/her knowledge, skills and expertise about the Africana Studies undergraduate program, CSUN’s policies and procedures, as well as helpful resources in order to support the mentee’s retention, personal, professional and academic success.

Qualifications

- Must be a CSUN Graduate student in good academic standing.
- Previous college student mentoring experience.
- Excellent communication, organizational and writing skills.
- Strong leadership and coaching skills.
- Excellent time management skills.
- Expertise in cultural competency and cultural humility.
- Familiarity with Africana Studies curriculum is highly desired.
- Knowledge of CSUN’s advisement and retention policies and procedures (highly desired).
- Must be tech savvy (social media and MS Office).
- **Must be available to work up to 10 hours per week.**

Responsibilities

- Mentor AFRS major/minor students from an African-Centered perspective.
- Guide, support and encourage mentees in their academic and professional growth, with a focus on increasingly self-efficacy through goal achievement.
- Offer suggestions (in collaboration with AFRS faculty, CSBS Student Services advisement team and Career Center) for AFRS course selection and career options/pathways.
- Develop and facilitate a series of student success workshops on:
  - Career options/pathways and professional development (e.g., resume/CV writing, interview skills, time management, financial literacy).
  - Psychosocial/emotional support workshops (e.g., managing stress, creating healthy relationships, navigating university life).
- Participate in in-service workshops with Student Services, EOP and the Career Center.
- Connect mentees with campus resources, internships, scholarships and study abroad opportunities.
- Set goals and clear expectations for the mentee.
- Meet with mentees on a weekly basis, and as needed.
- Generate weekly summary and data analysis reports.
- Schedule meetings with the AFRS Department Chair to discuss mentees progress.

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