Position: Peer Advisor Mentor: Under the direction of the Director and/or Advisor, the Peer Advisor Mentor maintains contact with and provides direct services to students participating in the EOP/TRIO Student Support Services (SSS) Program. Must have demonstrated experience working with multi-cultural/ multi-ethnic populations; students that are traditionally under-represented, underprepared, low income, and first-generation college students. Direct experience working with TRIO Programs or Educational Opportunity Programs is highly desirable.

Description: The TRIO Student Support Services Program is funded by a grant from the U.S. Department of Education. The program works with first generation students from low income communities and with students with disabilities. The program provides services such as academic and personal advisement, career counseling, financial literacy, graduate school information, mentoring as well as cultural and educational enhancement events.

Salary: $13.25 per hour
Position requires up to 15 hours per week – some weekend and evening hours required. Must be available on Fridays from 8 a.m. – 10 a.m. for staff meetings and training.

Term: Fall 2019 – Spring 2020

Application Procedure:
Submit Application, Letter of Recommendation and Current Resume to:
Frank Muniz, Director
EOP/TRIO Student Support Services Program
Bayramian Hall 220 (BH 220)
818-677-2358

Application Deadline:
All applications must be received by 4:00 p.m. on Friday, May 31, 2019
Application must include a letter of recommendation and current resume.

Qualified applicants will be invited to an interview
EOP/TRIO Student Support Services Program

Qualifications:

- Must be an enrolled CSUN student
- EOP/TRIO students preferred
- Must have completed a minimum of 45 units of undergraduate work
- Minimum of 2.5 cumulative GPA
- Knowledge of Microsoft office
- Previous experience, education or specialized skills may be required
- Must be trustworthy and reliable in handling confidential information
- Must maintain good attendance and be punctual
- Must have ability to communicate effectively, positively and clearly
- Must have critical thinking skills
- Must be sensitive to social, cultural and educational conditions affecting a diverse student population
- Must have the ability to interrelate well with others
- Must possess good interpersonal, oral and writing skills
- Must have the ability to work independently and as a team member
- Must be available on Fridays from 8:00 a.m. – 10:00 a.m. for staff meetings and training

Duties:

- Under general supervision Peer Advisor Mentor works closely with Professional staff to assist with facilitating program services for new and continuing TRIO/SSS students
- Peer Advisor Mentors provide academic and personal advisement, career counseling, financial literacy, and graduate school information
- Peer Advisor Mentors attend and provide assistance on Educational and Cultural Enhancement field trips
- Peer Advisor Mentors assist the professional staff with the organizing and staffing of special events, workshops, campus tours, etc.
- Must develop a mentoring relationship with program students
- Must document services provided using the Blumen Data Base
- Must attend all training sessions and staff activities/meetings
- Must consult with professional staff regarding any specific needs of students
- Must conduct themselves in a professional manner at all times
- Peer Advisor mentors shall consider all information regarding students as confidential and will share information only with appropriate TRIO/SSS staff