

Mt. San Antonio College Bridge Program Peer Advisor Information



Goals and Objectives

The Bridge Peer Advisor is a vital component of the Summer Bridge Program. The 6-week Summer Bridge Program is designed to ease the transition into college for recent high school graduates. The program offers linked courses, academic and/or personal support, tutoring, extracurricular activities, and registration assistance.

The Bridge Peer Advisors are a highly motivated and mature group of students who are committed to helping other students by providing support through peer mentoring.

- Salary: \$12.25/hour
- 7-15 hours per week (depending on budget and student's academic schedule; subject to change at any time)

Job Description

As a Peer Advisor, you will learn to:

- Understand and utilize communication and interpersonal skills.
- Know when to offer direct assistance and when to make referrals.
- Know Mt. SAC resources for appropriate referrals.
- Demonstrate awareness of and sensitivity to issues of diversity including race/ethnicity, gender, sexual orientation, academic ability, age, and socioeconomic status.
- Answer questions about Mt. SAC rules, policies, and procedures.
- Manage and provide direct support for a pre-assigned group of students.
- Share your college experience and success strategies, such as time and stress management, utilization of college resources, etc.
- Work as part of a team with Mt. SAC professors in offering support and guidance to Bridge students.
- Build a sense of community with staff, faculty, other peer advisors, and students.

Peer Advisors are expected to:

- Have a positive attitude, be reliable and flexible.
- Expected to be a professional at all times and to maintain a positive representation of the Bridge Program.
- **Attend ALL mandatory training workshops** prior to the start of the Summer Bridge program and attend all mandatory staff meetings.
- Maintain regular contact with a caseload of Bridge students.
- Facilitate small group activities and assist with large group activities.
- Work closely and communicate with Mt. SAC professors and Bridge staff.

Minimum Qualifications

- Must be a Mt. SAC student, enrolled with at least 6 units in the Fall and Spring semester
- Minimum Cumulative GPA: 2.5, preferred GPA: 3.0
- At least 2 semesters of attendance at Mt. SAC.
- Experience with and/or sensitivity to working with individuals from diverse backgrounds.
- Preferred participation in the Bridge Program (Summer Bridge or Fall/Spring Bridge).
- Evidence of demonstrated leadership roles and/or skills.
- Evidence of college campus involvement.

Mandatory Training & Event Dates

Student staff training is **mandatory**. Peer Advisors are required to attend mandatory trainings on Fridays, March – June. You are expected to participate in the Summer Bridge Welcome & Registration Events: **Saturdays May 12, May 26, and June 2, 2018** (and additional Saturdays in April-June as needed), and weekly meetings during the 6 week Summer Bridge Program. The specific dates and times will be given out at a later time. **If hired, please plan your schedule accordingly.**

Application Information

Peer Advisors are hired for **SUMMER ONLY** and may have the opportunity to continue in the Fall and Spring. If you are interested in the peer advisor position for Summer 2018, **you must submit all of the following in order to be considered for an interview:**

Peer Advisor application

Resume (if you need assistance please visit the Career Center, Bldg. 9B 2nd floor)

Unofficial transcripts

Short-Answers (to questions on application)

Two recommendation forms with letter of recommendation attached. (recommendation forms are attached) Please note: one of the forms/letters must be completed by a Mt. SAC employee.

Academic Progress Report completed by all Fall Professors

Application Deadline: Thursday, November 30, 2017 by 4:00 pm

Mailed applications must be in the Bridge office by November 30, 2017

Interviews will take place in Winter 2018

Submit your completed application to:

Lynn Matthiesen, Program Specialist

Mt. San Antonio College – Bridge Program, Student Success Center, Bldg. 9E

1100 N. Grand Avenue

Walnut, CA 91789

(909) 274-4682

Lmatthiesen@mtsac.edu