



## Mt. SAC Arise Program (AANAPISI Grant)

### JOB ANNOUNCEMENT:

## *Student Peer Mentor for Summer 2016 Leadership Retreat*

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### Peer Advisor Job Description

The Arise Program, federally funded by the Asian American Native American Pacific Islander Serving Institutions (AANAPISI) grant, is a new program designed to support Asian American (AA) and Native American Pacific Islander (NAPI) students on campus through a network of services. Under the supervision of the Arise Program Program/Student Services, the Peer Mentor provides support for students officially in the program who will be participating in the **Summer 2016 Student Leadership Retreat**. Peer mentors must consistently reflect a professional, positive, and friendly/welcoming attitude towards all students and should become knowledgeable of Mt. SAC student services and programs, as they are in direct communication with students. Expect to work with people of diverse cultural, social, and educational backgrounds.

#### The Peer Mentor will be responsible for:

- Leading a small group of students during the entire retreat, both individual and group participation
- Act as a student advocate by reporting students' concerns, issues, and other personal needs to retreat staff
- Understands the importance of personal and professional boundaries and scope of knowledge
- Participate in staff planning and implementation of activities for the leadership retreat (e.g., icebreakers, team challenges, other participation)
- Attending the Peer Mentor orientation on **July 14, 2016**, Time TBA
- Participating in two (2) training sessions to be scheduled in **July 19 & 26, 2016**
- Complete other duties as assigned by established due dates (TBD)

#### Minimum Qualifications

- Active Arise student
- Must be a currently enrolled student at Mt. San Antonio College; was registered in at least 6 units in Spring 2016
- Cumulative 2.0 GPA or higher; preferred 2.5 Cumulative GPA
- Not on progress or academic probation
- Preferred experience as a peer mentor/advisor or participation in leadership training (LEAD workshops, Arise Student Leadership Retreat, AS Leadership Conference, etc.)

#### Program Availability Needs

- Must be available to work **August 1-3, 2016** (3-days/2nights) off-site (Location: Rancho Magdalena)
- Must be available to attend all mandatory meetings: orientation, training session, activity planning meetings (July 2016)

#### Work Schedule

Scheduled hours during the retreat for a maximum of 8 hours/day.

#### Student Position Title

Student Assistant IV (\$12.25/hour)

# Application Instructions

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## Application Period

July 1-11, 2016. **All completed application packets due by 5:00 p.m. Monday, July 11<sup>th</sup>, 2016.**

## Application Packet Submission & Selection Process

- Submit both required documents by **Monday, July 11, 2016**. See *Application Checklist* below.
- **Selected** applicants will be invited for interviews. First interviews will be held on **July 12 & 13, 2016**. Please keep these days open. Final candidates will be selected for hire on **July 14, 2016**.
  - Hire dates: July 14, 2016-August 7, 2016
  - Future eligibility for hire in Fall 2016-Spring 2017 is contingent upon performance evaluation during the summer period.

## Application Checklist

Originals should be submitted to the Arise Program Office, Bldg. 16B. **Office is closed on Fridays during the summer.**

- ☐ *Employment Application (1 page; obtain from Kare'l Lokeni)*
- ☐ *Interest Survey (1 page, attached)*

## Further Inquires

Email [klokeni@mtsac.edu](mailto:klokeni@mtsac.edu). Please type, "Peer Advisor Inquiry" in the subject line.

*Want to learn more about the Arise Program?*

Visit our website at <http://www.mtsac.edu/arise>.

## Summer Office Hours

Monday to Thursday: 8:00 a.m. to 7:00 p.m.

Fridays Closed



Mt. SAN ANTONIO COLLEGE  
1100 N. GRAND AVE.  
WALNUT, CA 91789

ARISE PROGRAM (AANAPISI GRANT)  
BLDG. 16B

## APPLICANT INTEREST

PERSONAL INFORMATION						
LAST NAME		FIRST NAME		M.I.	STUDENT ID NUMBER - <b>NOT SSN</b> <b>A</b>	
I AM CURRENTLY ENROLLED IN THIS MANY UNITS: _____ MY <b>CUMULATIVE</b> GPA IS: _____						
MY <b>MOST RECENT TERM</b> GPA IS: SPRING 2013 _____ SUMMER 2013 _____ FALL 2013 _____ WINTER 2014 _____						
PLEASE INDICATE THE TIMES (START/END) YOU ARE AVAILABLE TO PARTICIPATE IN PLANNING AND PREPARATION ACTIVITIES FOR THE RETREAT.						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

As a peer mentor, how do you feel you would contribute to this leadership retreat?

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Describe your previous **Leadership Experience** below:

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Who can provide the most objective and accurate reference check regarding your strengths and areas of improvement? (**Professional Reference Contact – Name, Phone, and Email**)

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### PLEASE SIGN BELOW

SIGNATURE _____	DATE _____