

Mt. San Antonio College Bridge Program Peer Advisor Information



Goals and Objectives

The Peer Advisor is a vital component of the Bridge Program. The program offers linked courses, academic and/or personal support, 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: \$16.25/hour
- 8-19 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.
- Be a professional at all times and to maintain a positive representation of the Bridge Program.
- **Attend ALL mandatory training workshops 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
- 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

Peer Advisors are required to attend mandatory trainings on **Thursdays in April and May 2023, 4:00-6:00 pm**
If hired, please plan your schedule accordingly.

Application Information

Peer Advisors are hired for **SUMMER 2023 ONLY** and may have the opportunity to continue in the Fall.

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
- ☐ A copy of your registered courses for Spring 2023
- ☐ Short-Answers (to questions on application)
- ☐ Two recommendation forms with letter of recommendation attached. (Recommendation forms are attached) **Suggested: one of the forms/letters be completed by a Mt. SAC employee/professor.**

Application Deadline

Monday, March 6, 2023 by 4:00 pm

Mailed applications must be in the Bridge office by March 6, 2023
Interviews will take place March 20 and March 22, 2023

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