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: $12.75/hour
- 7-19 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.
- 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 starting at noon. You are expected to participate in the Summer Bridge Welcome & Registration Event on Saturday May 30, 2020 (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 2020, 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 Fall 2019
☐ 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. Forms/letters CANNOT be completed by a Parent/Family Member
☐ Academic Progress Report completed by all Fall Professors

Application Deadline: Friday, December 6, 2019 by 4:00 pm
Mailed applications must be in the Bridge office by December 6, 2019
Interviews will take place in Winter 2020

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