

# 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: \$15.75/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.
- 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 Spring 2022 semester 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 February 15, 16, and 17, 2022. The specific times will be given out at a later time. If hired, please plan your schedule accordingly.

## Application Information

Peer Advisors are hired for **SPRING 2022 ONLY** and may have the opportunity to continue in the Summer.

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 2<sup>nd</sup> floor)
- Unofficial transcripts
- A copy of your registered courses for Spring 2022
- 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

**Thursday, January 20, 2022 by 4:00 pm.**

Mailed applications must be in the Bridge office by January 20th,  
Interviews will take place the week of February 7, 2022

## 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