

Job opening	EOP Peer Mentor Undergraduate Student Assistant for the Educational Opportunity Program (EOP)
Employment Information	<p>Undergraduate EOP Peer Mentors are student assistants hired to support our Summer Bridge program during the summer and continue into the academic year.</p> <ul style="list-style-type: none"> • Work between 8-12 hours a week during program sessions at the pay rate: \$19.00 per hour • Provide 8-12 hours of availability per week (between 8 am-7 pm, Monday – Friday) • Mentors will be assigned 15-25 mentees each semester
Contract Details	<p>The 2026/2027 work periods include:</p> <ol style="list-style-type: none"> 1. Summer Bridge 2026 - early June through mid-August 2. Fall 2026 - late August through early December 3. Spring 2027 - mid-January through early April <p>Mentors are evaluated at the end of the semester, and if they receive a satisfactory evaluation, they will continue their employment into the spring semester.</p>

PROGRAM OVERVIEW

- The Summer Bridge (SB) and New Student Mentoring, I Can, I Will (ICIW) Mentoring Programs are first-time, first-year Experience programs are First-Time, first-year experience Programs focused on easing the transition of incoming first-year students to EOP at SJSU. Participants are empowered through meticulously designed bi-weekly meetings with trained peer mentors who provide motivation, accountability, assistance in developing a "road map to college," and a sense of community.

RESPONSIBILITIES

- Each semester, mentors maintain consistent communication with assigned mentees, guiding them to participate in the SB/ICIW program, set goals, manage time, and build motivation and accountability.
 - Schedule and maintain bi-weekly meetings with mentees throughout each semester
 - Assist mentees by informing them of available SJSU and EOP services, resources, and related programs
- Attend and actively participate in ALL mentor training and attend ALL bi-weekly staff meetings (dates may vary on student/staff availability, no more than 1 absence/semester)
 - Be responsive to all work-related communication on time (within 48 business hours)
 - Track mentee meetings, provide detailed notes, and make referrals to the EOP Transition Support Programs Coordinator
 - Submit payroll hours (on time) for each pay period
 - Complete other duties as assigned
 - Attend the CSU/EOP Student Conference
- Maintain professional conduct as a student assistant and positively represent EOP and SJSU standards.

REQUIREMENTS

- Be at least a second-year SJSU undergraduate; transfer students are encouraged to apply
- Maintain a minimum undergraduate SJSU GPA of 2.7 (both semester and cumulative) at the time of interview and during the duration of their employment
- Be enrolled in at least six (6) units each semester (excluding Summer sessions) to be eligible for employment
- Ability to work with diverse populations, and acquire knowledge of the specific needs of historically underserved students, which may include First-generation, limited-income First-Time, First- Year (FTFY) students of any race, gender/sexual orientation, religion, ability, background, and/or demographics
- Have an appreciation for students transitioning into a new environment at SJSU
- Ongoing compliance with the SJSU [Student Conduct Code](#) and in good judicial standing at SJSU (verified through the Office of Student Conduct & Ethical Development)
- Have a good understanding of EOP services, requirements, and other campus resources

To be considered for the Mentor position, candidates must be able to perform the following duties and be available on the following dates (these are non-negotiable):

- Individual Interviews (by invitation only) - late February to mid-March
- Attend and participate in EOP Mentor Institute- all mandatory Mentor Trainings - early-April through early May
- Attend and participate in all mandatory Mentor Trainings - early June to mid-August 2026

Student [Employment authorization](#) to work in the US is required within 3 days from the date of hire, with [I-9](#) compliance