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| <b>Job opening</b>            | EOP Peer Mentor Undergraduate Student Assistant for the <a href="#">Educational Opportunity Program (EOP)</a>   |
| <b>Employment Information</b> | <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"> <li>• Work between 8-12 hours a week during program sessions at the pay rate: \$19.00 per hour</li> <li>• Provide 8-12 hours of availability per week (between 8 am-7 pm, Monday – Friday)</li> <li>• Mentors will be assigned 15-25 mentees each semester</li> </ul> |
| <b>Contract Details</b>       | <p><b>The 2026/2027 work periods include:</b></p> <ol style="list-style-type: none"> <li>1. Summer Bridge 2026 - early June through mid-August</li> <li>2. Fall 2026 - late August through early December</li> <li>3. Spring 2027 - mid-January through early April</li> </ol> <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*