

**Yuba College**  
**EOPS/CARE Program**  
**Peer Mentor Job Description**

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**Basic Function:**

Under the general guidance, direction and supervision of the EOPS/CARE Supervisor and with close direction from EOPS staff, the Peer Mentor will provide support and direction to EOPS students through weekly Peer Mentoring sessions, and serve as a source of information and support to students.

**Distinguishing Characteristics:**

Possess a sincere commitment to serve as a role model for disadvantaged college students and reinforce as effective linkage between the program and students.

**Responsibilities:**

- ❖ Attend all mandatory training sessions and bi-monthly meetings;
- ❖ Dependability, i.e. show up on time for each shift and adhere to scheduled work hours;
- ❖ Meet weekly with assigned caseload of students;
- ❖ Contact students via telephone and mail who are not making their appointments;
- ❖ Answer general questions about Yuba College and Financial Aid and other support programs on campus;
- ❖ Create a welcoming and positive atmosphere in the Peer Advising Center;
- ❖ Meet weekly with an assigned Specialist to provide feedback to staff about students;
- ❖ Complete weekly and monthly student Peer Mentor attendance reports;
- ❖ Provide guidance, leadership and be a role model to all EOPS students;
- ❖ Assist in EOPS student recruitment and outreach;
- ❖ Encourage student success by:
  - ❖ Assisting students in recognizing the need for meeting weekly with a Peer Mentor;
  - ❖ Assisting students in understanding the importance of obtaining tutoring assistance;
  - ❖ Assisting students in understanding the EOPS program requirements, i.e.; mandatory monthly meetings, keeping Counselor and Specialist appointments, and commitment hours;
- ❖ Other duties as assigned, i.e. office coverage, filing and making telephone calls to students;
- ❖ Communicate effectively both verbally and in writing;
- ❖ Schedule appointments, workshops and field trips.

**Practice:**

- ❖ Must be a student in the EOPS program for 1 year and in good standing.
- ❖ Cumulative 2.5 GPA and complete **all** attempted units in the Spring semester