Basic Function:
Under the general guidance, direction and supervision of the EOPS/CARE/CalWORKs supervisor and with close direction from EOPS/CARE/CalWORKs staff, the Peer Mentor will provide support and direction to EOPS, CARE and/or CalWORKs 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 monthly meetings;
- Dependability, i.e. show up on time for each shift and adhere to scheduled work hours;
- Work with assigned caseload of students;
- Contact students via telephone and email those 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 Mentor Center;
- Meet 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/CARE and/or CalWORKs students;
- Assist in EOPS/CARE and/or CalWORKs student recruitment and outreach;
- Encourage student success by:
  - Assisting students in recognizing the need for meeting with a Peer Mentor;
  - Assisting students in understanding the importance of obtaining tutoring assistance;
  - Assisting students in understanding the EOPS/CARE and/or CalWORKs 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/CARE and/or CalWORKs program in good standing for at least one year.
- Cumulative 2.5 GPA and complete **all** attempted units in the Spring semester.