



TRIO Programs

Student Job Description

2800 N Beale Rd | Room 302 | Marysville, CA 95901

Phone: (530) 740-1760 | yctrioss@yccd.edu

Position Title:

SSS/SSS-STEM Peer Mentor

Job Location:

Yuba College – Marysville campus

Job Type:

Part-Time (Maximum 20 hours)

Program

Description:

TRIO: Student Support Services (SSS & SSS-STEM) are federally funded programs committed to help students who are first-generation, income eligible and/or students with disabilities succeed academically and graduate or transfer to a four-year institution. Our goal is to foster a positive learning environment and assist our students in meeting their educational goals by providing academic and social support.

Job Description:

Peer Mentors will advise, tutor, guide, and be a resource to TRIO students. The Peer Mentor's primary focus is to support the overall success of the student by providing help with goal setting, tutoring, professional development, and personal development. Candidate must demonstrate willingness, patience, and a passion for the student's advancement in post-secondary education.

Responsibilities:

Under the direction of the program TRIO Specialists:

- Mentors will meet at least once a semester for mentoring activities that may include but are not limited to career & college exploration, college life, study skills, cultural enrichment activities. Students may also show students how to register for classes, how to use Portal, Canvas, student e-mail, and navigating the YC website.
- Identify needs of participants and consult with Supervisor as necessary.
- Assist in maintaining program standards and policies.
- Complete program forms and reports as required.
- Attend and contribute to monthly check-in meetings.
- Participate in orientation, training, professional development workshops, and other meetings as required.
- Log all meetings appropriately and submit them to TRIO staff monthly.
- Assist with office duties, as needed.

Knowledge of:

Essential office skills including:

- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, and punctuation.
- Interpersonal skills using professionalism, patience, and courtesy.
- Policies and objectives of assigned program and activities.

Qualifications:

- Must be currently enrolled in a minimum of 6 units as a student at Yuba Community College District
- Must maintain a 2.5 cumulative GPA or above.
- Preferred: Complete & passed ENGL 1A & at least completed and passed MATH 52 or higher
- Ability to work independently with minimum supervision and maintain effective work relationships.
- Ability to foster, facilitate and collaborate in a team-working environment of staff and students.
- Ability to initiate interaction with participants and have sensitivity when working with a diverse group of participants.
- Ability to understand and follow oral and written instructions in English; have strong oral and written communication skills.
- Ability to represent the TRIO-SSS Programs, Yuba College, and the Yuba Community College District in a professional manner.
- Priority will be given to TRIO students