

Job title:	Peer Mentor	Department:	AANAPISI Center – Advising
Hourly Rate:	\$20.76	Supervisor:	Libby Dumanjug

Job Description
<u>Roles & Responsibilities</u> • Serve as a positive social and academic role-model • Serve as an energetic and enthusiastic student employee who is a resource for all students who visit the AANAPISI Center and related programming, including but not limited to first-generation students and Asian American, Native Hawaiian, Pacific Islander students and/or underserved student populations • Support AANAPISI staff with marketing materials for events and outreach – this includes attending AANAPISI events and tabling at resource fairs • Ensure that all students sign in through the computer kiosk or paper sign-in sheet • Help create a welcoming and inclusive environment at the AANAPISI Center by greeting students/visitors and offering support and information as needed • Help plan and lead student-led events such as focus groups, socials, events, and more • Help set up and break down AANAPISI events • Exercise and maintain mandated confidentiality of student information in accordance with FERPA (Federal Educational Records Privacy Act) laws and guidelines • Be knowledgeable of various resources and student services at South • Help collect and share feedback from students to AANAPISI staff to inform and improve service delivery and events • Work independently and as part of team with fellow Peer Mentors • Attend regular one-on-one meetings with your supervisor • Attend occasional (1-2) staff meetings throughout the quarter • Attend and participate in all training sessions and group meetings with fellow Peer Mentors and event planning work groups • Submit regular reports of work hours, mentee contacts, and new student concerns • Participate in and complete other tasks deemed necessary by supervisor <u>Educational and Professional Benefits</u> Peer mentors will develop workplace skills (keeping a schedule, completing assigned tasks, email/phone/Zoom etiquette), event planning & execution, organizational skills, communication & active listening skills, community-building skills, leadership skills <u>Preferred Skills</u> • Familiarity of AANAPISI programming or events and programs at South Seattle College • Familiar with various student identities and intersectionality • Effective and welcoming interpersonal communication skills • Proficient computer skills • Demonstrated ability to be a reliable and responsible employee • Good academic standing, minimum 2.0 GPA

Applications Accepted By:	
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