



TRiO Programs Student Job Descriptions

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- Position Title:** SSS/SSS-ESL Peer Mentor
- Job Location:** Woodland Community College or Colusa County Campus
- Job Type:** Part-Time (Maximum 20 hours)
- Program Description:** **TRiO: Student Support Services (SSS&SSS-ESL)** are federally funded programs intended to help low-income and potential first generation college students attain and excel in post-secondary education, with the help of expertise transferring services, cultural enrichment activities, and academic counseling 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 Counselor:
- 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 WCC 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 Woodland Community College/Colusa County Campus
 - Must maintain a 2.5 cumulative GPA or above.
 - Preferred: Complete & passed ENGL 1A & at least completed and passed MATH 52 or higher
 - Must have been enrolled in at least 2 semesters
 - 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, Woodland Community College, Colusa County Outreach Facility and the Yuba Community College District in a professional manner.
 - Priority will be given to TRiO students and/or students who receive federal work-study (FWS)