



## Peer Mentor Programs Job Application Packet

*Clark College Peer Mentor Programs provide an opportunity for students to help others build community, access resources, navigate the college and work toward academic goals. Peer Mentors enjoy working with people, have a wide range of experiences at Clark, and a willingness to share those experiences with current and prospective students and their families.*

### Peer Mentor Job Description

This application packet is for a Multicultural Student Affairs Peer Mentor position in the Office of Diversity, Equity and Inclusion (ODEI).

The goal of the Multicultural Student Affairs (MSA) Peer Mentor Program is to support the learning and retention of all Clark College students, with a focus on community-building and equity for students from systemically non-dominant groups. Clark College focuses on three systemically non-dominant groups: people of color, people with disabilities, and people who are LGBTQIA2S+.

MSA Peer Mentors create a welcoming environment in the Diversity Center in Gaiser Hall 220 and online. They provide outreach to students through phone calls, email, and class visits; direct students to resources; offer support and guidance; and plan and participate in ODEI and college events. MSA Peer Mentors assist in fulfilling the college's mission to provide a brave, affirming learning environment for students of diverse identities.

This position runs from September 2023 through June 2024.

**Contact: Rosalba Pitkin, 360-992-2672, (please leave a message) [rpitkin@clark.edu](mailto:rpitkin@clark.edu) - GHL 220**

## Peer Mentor Job Information

### Responsibilities

- Apply an understanding of power, privilege and inequity in order to serve and advocate for students equitably
- Support student success by connecting students to the campus and information to meet their success goals
- Motivate students toward achieving academic and career goals
- Help transition students to the next level of education
- Make outreach phone calls and send emails on behalf of Peer Mentors Programs to support student success
- Ability to have tactful conversations with and appropriately assist emotionally distressed students
- Provide outreach and support to potential, new, first-quarter, re-entry, and current students
- Offer direct support to individuals and groups of students who may be academically at risk
- Provide outreach and direction to students related to the academic early alert system
- Maintain documentation of meetings with students - data
- Speak to students, staff, and faculty; represent Peer Mentor Programs at college events and/or meetings
- Coordinate the student luncheon events and participate in special projects and activities involving other departments on campus
- Assist with department-specific events and programming
- Attend Peer Mentor trainings in September and on-going training sessions throughout the year
- Assist in and lead student conversations and trainings around power, privilege and inequity
- Peer mentors provide support to navigate the school system to new students.
- Assist students or staff virtually, online or in person, and participate online and in person events (Zoom rooms)
- Other duties as assigned

### Desired Qualifications

- Must be enrolled in **6 credits or more** each term while employed as a Peer Mentor
- Must be in good academic standing with a minimum cumulative GPA of 2.0 or higher
- Must have completed at least one year at Clark College
- Express an appreciation for cultural diversity and have the ability to work with students and staff from diverse backgrounds, including but not limited to race, ethnicity, gender, sexual identity, religion, and ability
- Demonstrate effective communication skills—written, oral and non-verbal
- Have experience with Canva, Microsoft Office Suite including Outlook email and calendar, MS Word, and Excel
- Ability to learn various databases and computer technologies
- Model positive social behaviors such as integrity, punctuality, work ethic, compassion, creativity, and open-mindedness

### Terms of Employment

- Approximate dates: September 2023 – June 2024
- Up to 6 to 17 hours per week if work allows; no more than 69 hours per month
- Occasional evening work if needed; no weekend work
- Salary: \$15.74 per hour

**Note:** Students in this position must pass a criminal Background Check in accordance with Clark College Administrative procedures, 610.021 Background Checks. Clark College will Conduct criminal history check only on potential student workers.

## Peer Mentor Application Form

**Application deadline: Wednesday, May 31, 2023 before 4:00 p.m.**

*Submit the application by email to [rpitkin@clark.edu](mailto:rpitkin@clark.edu) or in the Office of Diversity equity and Inclusion at Gaiser Hall Room 220*

**Complete the application packet to apply for the Peer Mentor Program listed on page 1. Provide the following to complete your packet:**

- 1 one-page essay (12 pt. font, double spaced) explaining your interest in a Peer Mentor position. Include what you hope to gain from the experience and what you can contribute to the program.
- 1 complete Peer Mentor Application Form (page 3)
- 2 complete Peer Mentor Recommendation Forms (pages 4-7)
- 1 Career Services approved résumé

~~~~~ **Incomplete application packets will not be considered.** ~~~~~

|                                                                                                                  |                       |
|------------------------------------------------------------------------------------------------------------------|-----------------------|
| Full Name:                                                                                                       | Student ID #:         |
| Mailing Address:                                                                                                 |                       |
| City:                                                                                                            | State:      Zip Code: |
| Cell/Phone Number:                                                                                               | Email:                |
| Area of Study:                                                                                                   |                       |
| Cumulative GPA (minimum of 2.0 or higher required):                                                              |                       |
| Expected Month/Year of Graduation from Clark:                                                                    |                       |
| How long have you been enrolled at Clark College? (minimum of one year required):                                |                       |
| How many hours do you anticipate wanting to work each week?                                                      |                       |
| List all languages in which you are a fluent speaker:                                                            |                       |
| What motivated you to apply to the Peer Mentor Program? (Be brief.)                                              |                       |
| List campus or community activities you are involved with such as organizations, community service, clubs, etc.: |                       |
| List other commitments you have outside of school such as family, work, athletics, etc.:                         |                       |

I certify that all information provided on this application is accurate.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

## Peer Mentor Recommendation Form

### Peer Mentor Recommendation Form

**Applicant name:** \_\_\_\_\_

**To the recommender:** The student named above is seeking an employment position as a Peer Mentor at Clark College. Please complete the recommendation form below to help inform the candidate selection process. Place your completed form in a sealed envelope with the applicant's name on the outside; the student will collect the envelope from you to include in the application packet.

**Description of programs:** Clark College hosts Peer Mentor Programs in the Office of Diversity, Equity and Inclusion. The program provides an opportunity for students to serve their peers, represent the college, develop professional skills and earn income. A Peer Mentor has the desire to assist other students in preparing for college life, building campus community, navigating college and utilizing resources, and forging academic and professional relationships with others. Successful candidates have a wide range of college and life experience.

*Please rate the applicant on the qualities listed below. Check the appropriate rating box for each quality.*

| Quality                                               | Rating             |                  |             |                |             |                     |
|-------------------------------------------------------|--------------------|------------------|-------------|----------------|-------------|---------------------|
|                                                       | <i>Outstanding</i> | <i>Excellent</i> | <i>Good</i> | <i>Average</i> | <i>Fair</i> | <i>Not Observed</i> |
| Competence in issues of Power, Privilege and Inequity |                    |                  |             |                |             |                     |
| Communication Skills (oral)                           |                    |                  |             |                |             |                     |
| Communication Skills (written)                        |                    |                  |             |                |             |                     |
| Critical Analysis Skills                              |                    |                  |             |                |             |                     |
| Dependability                                         |                    |                  |             |                |             |                     |
| Leadership Potential                                  |                    |                  |             |                |             |                     |
| Organizational Skills                                 |                    |                  |             |                |             |                     |
| Self-esteem and confidence                            |                    |                  |             |                |             |                     |
| Motivation                                            |                    |                  |             |                |             |                     |
| Team-oriented                                         |                    |                  |             |                |             |                     |
| Work Ethic                                            |                    |                  |             |                |             |                     |
| Kindness or Compassion                                |                    |                  |             |                |             |                     |

**Please provide a brief statement about this applicant** (continue on back if necessary):

- I recommend the applicant without reservations.
- I recommend the applicant with reservations (please note):
  
- I DO NOT recommend the applicant for a Clark College Peer Mentor Program.

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Name of Reference (print) Phone Number

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Place of Employment/Position Email Address

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Signature Date

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Place of Employment/Position Email Address

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Signature Date