

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Student Support Services University Mentor

DEPARTMENT/LOCATION: Student Services, TRiO Department

BASIC FUNCTIONS: TRiO - Student Support Services (SSS) program seeks University Mentors to lead and advise prospective transfer students during the summer program and academic year. SSS University Mentors will lead students in enrichment activities with a focus on preparing community college students to be competitive transfer applicants and to prepare them for the academic and social demands of university life. The SSS program provides academic enrichment and financial literacy activities to 140 community college students who come from low-income families where neither parent has earned a bachelor's degree. Through this position, SSS University Mentors will enhance leadership, organizational, problem-solving and communication skills in a safe, educational environment, while enhancing their ability to establish and maintain meaningful student relationships.

REPRESENTATIVE DUTIES:

1. Develop positive and supportive relationships with SSS students, mentoring them on academic, personal, social, and university/career concerns.
2. Take primary responsibility for students in his/her group, by monitoring academic, personal and social progress and updating SSS professional staff as necessary.
3. Assist in establishing and maintaining a positive and safe environment
4. Lead group activities, including tutoring and teaching study skills.
5. Facilitate workshops and activities that promote the personal and academic development of the SSS students and the values of the program.
6. Conduct group meetings and individual mentoring sessions with participants
7. Assist SSS professional staff in summer orientation and academic year programs
8. Attend all required meetings, training sessions, cultural activities, trips, and events
9. Implement all SSS program policies and procedures
10. Other duties as assigned

QUALIFICATIONS:

- Current four-year university student who transferred from a California community college
- Preferred experience working within a college or university setting with disadvantaged populations including, low-income, first generation, or individuals with disabilities
- Enthusiasm and ability to motivate students
- Flexibility in work hours, punctuality and dependability.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is limited to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is limited to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.