

Mt. San Antonio College Bridge Program Peer Advisor Information



Goals and Objectives

The Bridge Peer Advisor is a vital component of the Summer Bridge Program. The 6-week Summer Bridge Program is designed to ease the transition into college for recent high school graduates. The program offers linked courses, academic and/or personal support, tutoring, extracurricular activities, and registration assistance.

The Bridge Peer Advisors are a highly motivated and mature group of students who are committed to helping other students by providing support through peer mentoring.

Job Description

As a Peer Advisor, you will learn to:

- Understand and utilize communication and interpersonal skills.
- Know when to offer direct assistance and when to make referrals.
- Know Mt. SAC resources for appropriate referrals.
- Demonstrate awareness of and sensitivity to issues of diversity including race/ethnicity, gender, sexual orientation, academic ability, age, and socioeconomic status.
- Answer questions about Mt. SAC rules, policies, and procedures.
- Manage and provide direct support for a pre-assigned group of students.
- Share your college experience and success strategies, such as time and stress management, utilization of college resources, etc.
- Work as part of a team with Mt. SAC professors in offering support and guidance to Bridge students.
- Build a sense of community with staff, faculty, other peer advisors, and students.

Peer Advisors are expected to:

- Have a positive attitude, be reliable and flexible.
- Expected to be a professional at all times and to maintain a positive representation of the Bridge Program.
- **Attend ALL training workshops** prior to the start of the Summer Bridge program and attend all staff meetings.
- Maintain regular contact with a caseload of Bridge students.
- Facilitate small group activities and assist with large group activities.
- Work closely and communicate with Mt. SAC professors and Bridge staff.

Minimum Qualifications

- Must be a Mt. SAC student, enrolled with at least 6 units in the Fall and Spring semester
- Minimum Cumulative GPA: 2.5, preferred GPA: 3.0
- At least 2 semesters of attendance at Mt. SAC.
- Experience with and/or sensitivity to working with individuals from diverse backgrounds.
- Preferred participation in the Bridge Program (Summer Bridge or Fall/Spring Bridge).
- Evidence of demonstrated leadership roles and/or skills.
- Evidence of college campus involvement.

Mandatory Training & Event Dates

Student staff training is **mandatory** (see schedule below). You are also expected to participate in the Summer Bridge Welcome & Registration Events: **Saturdays May 20 and June 3, 2017** (and additional Saturdays in April-June as needed), and weekly meetings during the 6 week Summer Bridge Program. **All of the following training/event dates below are mandatory. If hired, please plan your schedule accordingly.**

Application Information

Peer Advisors are hired for **SUMMER ONLY** and may have the opportunity to continue in the Fall and Spring. If you are interested in the peer advisor position for Summer 2017, **you must submit all of the following in order to be considered for an interview:**

- Peer Advisor application
- Resume (if you need assistance please visit the Career Center, Bldg. 9B 2nd floor)
- Unofficial transcripts
- Short-Answers (to questions on application)
- Two recommendation forms with letter of recommendation attached. (recommendation forms are attached) Please note: one of the forms/letters must be completed by a Mt. SAC employee.

Submit your completed application to:

Lynn Matthiesen, Program Specialist
Mt. San Antonio College – Bridge Program, Student Success Center, Bldg. 9E
1100 N. Grand Avenue
Walnut, CA 91789
(909) 274-4682
lmatthiesen@mtsac.edu

Mt. San Antonio College
Bridge Program
Peer Advisor Application 2016-2017



Application Deadline: Thursday, March 23, 2017 by 4:00 pm

Mailed applications must be in the Bridge office by March 23, 2017

To apply, you **must be** a currently enrolled Mt. SAC student in the Spring Semester 2017, for a minimum of 6 units, with a cumulative GPA of at least 2.5. In order to work for the program, Peer Advisors are required to attend weekly mandatory meetings during Fall, Winter, and Spring semester. The specific dates will be given out at a later time.

All of the following documents must be attached to your application In order to be considered for an interview:

- Peer Advisor application
- Resume (if you need assistance with your resume, please visit the Career Center, Bldg. 9B 2nd floor)
- A copy of your current unofficial transcripts
- Short-Answers (to questions on application)
- Two recommendation forms with letter of recommendation attached. (recommendation forms are attached) **Please note: one of the forms/letters must be completed by a Mt. SAC employee**

Complete ALL sections unless otherwise specified. Please type or print neatly

Personal Information

Full Name _____ Mt. SAC I.D. # A _____

Home Address _____

City: _____ State _____ Zip Code _____

Primary Phone (_____) _____ Alternate Phone (_____) _____

Email Address (please write one that you check frequently, as we will be communicating with you through email)

Academic Information

What semester/session did you begin at Mt. SAC? (Summer, Fall, Spring, Winter) _____ Year _____

Cumulative GPA _____

Major _____

Which of the following is your educational goal? Check all that apply.

AA or AS AAT or AST Certificate Transfer Expected Transfer Date _____

Are you a current Bridge student – OR – former Bridge student? Yes No

Are you planning to enroll in any credit courses for Summer Intercession 2017? No Yes

If yes, due to program needs, it is necessary that you start class at 4:00 pm or later.

If yes, what class(es) are you planning to enroll in? _____

If hired, will you be available for the entire Summer Bridge Program, (June 22 – August 2) including **MANDATORY** trainings and other events listed below? Yes No

Bridge Program Staff Trainings: ALL Fridays in April, May, & June (10:00 am-2:00 pm)

Summer Bridge Welcome & Registration Events: (Saturdays) May 20, June 3, & additional Saturdays in April-June, as needed. (need to be available: 7:00 am – 3:00 pm)

Recommendation Forms: Name, phone number and email of the references who will be submitting a recommendation form and letter of recommendation on your behalf. Please note that it is mandatory that one of the forms and letter be completed by a Mt. SAC employee. If you are applying for both the Peer Advisor and Office Staff positions, the same recommendation forms/letters may be used. If you will be doing this, please attach the originals to one application and a copy to your second application.

1. Name of Reference _____ Phone # _____

Email address _____

2 Name of Reference _____ Phone # _____

Email address: _____

All applicants (new and returning applicants) please answer on separate sheet and attach to application.

1. What is your understanding of the Bridge Peer Advisor role and why are you interested in becoming a Bridge Peer Advisor?

2. Describe any extra-curricular activities, volunteer work, leadership roles at Mt. SAC, and/or employment experience you have that is relevant to the Peer Advisor role.

3. Is there anything else you would like to share with us?

I certify that my answers are true and complete to the best of my knowledge and I have submitted all required documents (application, resume, short answers, letters of recommendation, copy of my current class schedule, and unofficial transcripts

Signature of Applicant

Date