
Job Title	Peer Mentor/Tutor
PVN ID	HO-1712-002266
Category	Instruction and Social Service
Location	HOSTOS C. C.
Department	Division of Continuing Education & Workf
Status	Part Time
Hourly Rate	\$14.00-\$16.00
Hour(s) a Week	0.00
Closing Date	Feb 19, 2018 (Or Until Filled)

General Description

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The Division of Continuing Education and Workforce Development at Hostos Community College is seeking a Peer Mentor/Tutor to work with HSE students enrolled in classes within the CUNY Fatherhood Academy. Under the supervision of the Program Director, the peer mentors will provide general guidance counseling, academic support, and facilitate career awareness and college readiness preparation for enrolled HSE students to build stronger pathways from HSE to post-secondary education. The Peer Mentors will also work to develop a HSE student-alumni network.

CUNY Fatherhood Academy aims to improve education, career, and life outcomes for young men between the ages of 18-30 in New York City. The goal of the position is to help strengthen and expand adult education services by incorporating a learner-led peer mentoring component as part of the program design and service delivery model. This innovative practice has proven to improve student retention rates, HSE pass rates, and provide motivation for more students to transition to college and persist in completing their studies and earning a degree.

The mission of Eugenio María de Hostos Community College is to offer access to higher education leading to intellectual growth and socio-economic mobility through the development of linguistic, mathematical, technological, and critical thinking proficiencies needed for lifelong learning and for success in a variety of programs including careers, liberal arts, transfer, and those professional programs leading to licensure. This mission is manifested in all of the college's offerings. Hostos Community College is committed to serving populations that encounter significant barriers to higher education and training.

Other Duties

Responsibilities:

Each peer mentor will report to and work directly under the supervision of the CUNY Fatherhood Academy Director. All peer mentors must participate in orientation, recruit, outreach and attend special student events.

OFFICE DUTIES:

- Provide office support by answering phones, providing information about the program, and placing students on the program waiting list.
- Support Intake staff by assisting with TABE test administration and scoring, sending out student registration letters, scheduling students for individual interviews, preparing interview and orientation folders.
- Assist with copying, filing, and other duties as required.
- Participate in orientation, student recognition events, speaking engagements, community outreach, graduation, etc

ADDITIONAL DUTIES:

- Support CUNY Fatherhood Academy Director and program staff by entering and tracking student information into spreadsheet/database system as needed
- Prepare HSE folders, facilitate TASC readiness testing and prepare students to sit for the official HSE exam, and check HSE test results.

Qualifications

COLLEGE TRANSITION DUTIES:

- Assist with College-preparation efforts by participating, providing tutoring, and motivating students.
- Assist with filing-out college admissions applications, filling out financial aid applications.
- Inform students about financial aid, registration and class attendance deadlines, policies and procedures.
- Provide peer mentoring and guidance counseling for HSE students who transition to college (incoming freshman and ongoing students).
- Provide college tours for HSE students.
- Introduce new students to the college community and important on-campus offices and resources (i.e. library, computer lab, etc.)
- Facilitate relationships with representatives from key offices at Hostos/ CUNY to help provide resources for students.
- Provide academic advisement and counseling on how to effectively fulfill class requirements and successfully complete the semester.
- Inform the CUNY Fatherhood Academy Director about students who are having difficulties, including those who might potentially fail classes or drop out of school.

Minimum Requirements:

- Associate's Degree (or working towards it)
- Interested in counseling, social work, or areas appropriate to students' needs.
- Aptitude and ability to provide services that focus on the well-being and success of all students.
- Ability to work productively in a fast-paced, time-sensitive, high volume, dynamic student-focused

environment;

- Proactive and flexible, with ability to establish plans, manage a varied workload, deadlines and conflicting priorities;
- Strong computer proficiency using standard administrative programs, especially Microsoft Excel and ability to learn a new database system.
- Ability to work up to 19 hours per week.