



Mentor Advisor / Office Assistant Application
Mentor Advising Center

The Mentor Advising Center (MAC) occasionally recruits students to serve as mentors for other undergraduates. They learn about graduation requirements, how to read a PAWS Report, and which classes have pre-requisites. Each mentor is cross-trained in other subjects within the college. Mentors facilitate a smooth transition as students progress through their majors. The center is committed to enhancing student experience and success through comprehensive academic advising. Individual attention is given to each student’s personal goals.

Name: _____ **Coyote ID:** _____

Have you been awarded Work Study from the Financial Aid Office? Yes No

Position applying for (circle one): Peer Mentor Office Assistant

Coyote Email: _____ **@coyote.csusb.edu** **Phone:** _____

Major: _____ **Grade Level:** _____

Overall G.P.A.: _____ **CSUSB G.P.A.:** _____ **Last Term G.P.A.:** _____

Anticipated Graduation Date: _____

Quarter and Year available to begin work: _____

Hours available to work (Please list time in at least 4+ hour available blocks):

Monday	Tuesday	Wednesday	Thursday	Friday

Current Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Do you have reliable transportation to and from CSUSB? Yes No

Work Experience

Have you ever worked on campus before (circle one)? Yes No
(if yes, please fill in the following section using that information. If no, please complete with your most recent work history.)

Position: _____ **Supervisor:** _____

Department _____ **Supervisor's extension:** _____

Dates of Employment: _____ **Reason for leaving:** _____

Duties: _____

References

1. Name: _____ **Title:** _____

Phone Number: _____ **Professional/Personal:** _____

What is/was their previous relationship to you (supervisor, colleague, subordinate, etc)? What skills would they be best able to evaluate you on?

2. Name: _____ **Title:** _____

Phone Number: _____ **Professional/Personal:** _____

What is/was their previous relationship to you (supervisor, colleague, subordinate, etc)? What skills would they be best able to evaluate you on?

Position Descriptions

Position Requirements:

Student applicant **must be able to work** mornings or afternoons Monday - Friday between the hours 8:00am - 5:00pm and attend training sessions during vacation breaks.

Criminal Justice, Economics, History, Political Science, Social Sciences, and Sociology majors are encouraged to apply. Student should be a **Sophomore or Junior Status** with a **3.0 G.P.A.** for a Peer Mentor position (2.7 for Office Assistants). Student is required to work independently, make decisions, and problem solve when needed. Student will report to the MAC Supervisor. Students are required to read PAWS reports and grad-checks. They will make connections with advisees and keep all information confidential.

Position: Office Assistant

Method: Work-Study award

Compensation: \$10.00 per hour

Hours Per Week: 6-12 hours

Position: Mentor Advisor

Method: Internship

Compensation: 2-4 credits

Hours Per Week: 12 hours (4 units)

Office Assistant Job Description:

Office Assistants are the smiling faces who greet our advisees. They are the initial contact and represent the Mentor Advising Center. While on the phone or in person, Office Assistants are required to be courteous and make positive first impressions. They should smile and welcome advisees into the center. They are responsible for the following duties:

- scheduling appointments
- answering the telephone
- filing Advisor Proposed Education Plans
- updating and organizing materials
- administering and tracking advisee Evaluation Cards
- inventory
- cleaning
- creating End-of-Quarter reports
- updating Major-Specific PowerPoint Presentations

Peer Advisors will be cross-trained in some of these same customer service roles in order to provide smooth operation when no Office Assistant is available.

Mentor Advisor Job Description:

Peer Mentors are responsible for helping students prepare their class schedules and advising them on their requirements for their major. Among other tasks, Peer Mentors will be responsible for:

- creating an Advisor Proposed Education Plan with the advisee
- referring students to online and on-campus resources
- scheduling appointments
- connecting advisees to Add/Drop After Census Forms
- answer questions related to Change of Major or Change of Minor forms
- handing out blank Evaluations Cards
- training other peer advisors
- answering telephone inquiries

Certification

I hereby certify that all statements made on this application are true and complete to the best of my knowledge and belief. I understand that any omission or falsification of the above information may be considered cause for my termination. If selected, I agree to follow all university rules and regulations including those emailed to me, put in my mailbox, or posted on BlackBoard, OrgSync, etc. I will also adhere to all policies appearing in the *Student Staff Handbook* and am responsible for requesting a copy from my Supervisor. I give the College of Social and Behavioral Sciences and the Mentor Advising Center (MAC) the right to use my photograph for public relations purposes to promote the MAC. This includes but is not limited to posting my picture on any website, training material, advertisement, or educational resource.

Signature: _____ Date: _____

Please submit the following materials with your application:

- Application
- Copy of Federal Work-Study Authorization Form (if applicable)
- Résumé (if available)

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

Jessica Baker, M.Ed.

Professional Advisor/Mentor Advising Center Supervisor

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