May 2, 2019

Honors Academy Lead Mentor-2 Positions UAS, 1593
Early Entrance Program

Salary Range: $14.00/hourly

Work Schedule: This is a student, part-time, hours to be determined, 20 hours per week. Non-exempt classification. Employment is contingent upon availability of funds. This position is not eligible for benefits.

Position Overview: Under the supervision of the Early Entrance Program (EEP) Assistant Director, the Honors Academy Lead Mentor will serve as peer mentors and role models for prospective Early Entrance Program students. The incumbent will provide peer support for Honors Academy students in their adjustment to a college environment, assist in the development and implementation of summer team-based activities, serve as liaisons between students, faculty and staff of the Honors Academy, and provide weekly programmatic reports and updates.

The Lead Mentors will have the additional responsibilities of coordinating and leading other Honors Academy Mentors, collaborating with EEP staff to assign mentor teams and to oversee the development and implementation of the team-based activities, and have primary communication responsibilities to the EEP staff including providing weekly reports on the progress of student teams and meeting more regularly with EEP staff than non-lead mentors.

Essential Functions:
40% - Develop and implement team activities and student success presentations for prospective students.

25% - Assist staff in coordinating and implementing prospective student and peer mentor activities.

15% - Serve as student liaisons with Honors Academy Faculty and assist in coordinating workshop discussions and programming.

15% - Participate in weekly meetings with staff and complete weekly programming reports based on the lead mentor’s own work and the summary of work from the other mentors.

5% - Other duties as assigned.

Requirements:
Minimum Qualifications for Honors Academy Lead Mentors:
The incumbent must be a current Early Entrance Program Student at Cal State LA. and previous service as an Honors Academy peer mentor. A completed Student Employment Application is required along with proof of course schedule to determine enrollment status. The incumbent must have a positive, motivated attitude, an understanding of program and university rules and regulations, a commitment to
promoting student success and diversity, and be minimum age of 15. A completed work permit will be required prior to a job offer being made. Fingerprinting will be taken and checked by the California Department of Justice and the FBI. The incumbent may be responsible for the fingerprinting processing fee.

**Desired Qualifications:** Ability to effectively multi-task. Ability to remain objective in a peer leadership role. Strong interpersonal and group facilitation skills. Ability to work effectively and collaboratively with diverse students, staff, and faculty. Ability to facilitate discussions and deliver presentations related to student success. Ability to demonstrate understanding, flexibility, and resourcefulness when dealing with complex and sensitive issues. Cal State LA cumulative GPA of 3.3 or above is preferred.

Review of applications will begin May 07, 2019 and will continue until the position is filled; however, the position may close when an adequate number of qualified applications are received. You may apply to: uashr@cslanet.calstatela.edu or mail to: Cal State LA University Auxiliary Services Inc., 5151 State University Drive, GE 310, Los Angeles, CA 90032-8534.

UAS hires only those individuals lawfully authorized to work in the United States. Americans with Disabilities (ADA) requested accommodations should be made in advance to the UAS Human Resources Department.

Cal State LA University Auxiliary Services, Inc. is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.