Office of Educational Opportunity Programs and Ethnic Affairs
SOAR Mentor Job Description
Success, Opportunity, Academics, Relationships

Duties and Responsibilities:

- Serve to assist both incoming freshman and transfers with their academic adjustment and personal acclimation to the university setting.
- Serve as a positive role model at all times, including activities that occur on campus and within the community.
- Knowledgeable of on-campus resources and is able to accurately refer students to appropriate department, as needed.
- Knowledgeable of campus policies and procedures pertaining to academic probation and disqualification.
- Responsible for teaching academic based skills to protégés. These skills include: time management, study skills, test taking and budgeting skills, etc.
- Available to meet with assigned protégés individually once a week.
- Responsible to inform the Program Coordinator of any concern related to protégés with emotional, physical and/or mental health issues.
- Ability to build and maintain good working relationships with staff, faculty, and students.
- Attend trainings, weekly staff meetings, and all SOAR related events.
- Assist in event planning and execution of SOAR related events.
- Knowledgeable of social justice issues. Sensitive to individuals of varying ages, cultural backgrounds, sexualities, abilities, genders, religions, spiritualties, class and perspectives.
- Promote on-campus events to protégés and attend with protégés, whenever possible.
- Manage google calendar with events and activities pertaining to SOAR and campus events.
- Promptly and accurately complete all assigned administrative duties assigned by the Program Coordinator within the established deadlines. This includes: time sheets, contact sheets, email correspondence, Qualtrics reports and surveys, etc.

Desired Qualifications:

- General office experience: Microsoft Office, Google Drive, typing, telephone skills, event planning, strong verbal communication, strong written communication, dependable and attention to detail.
- Ability to work independently, using initiative and resourcefulness in planning work assignments.
- Ability to adapt to change.
- Prior mentorship skills and experience.

Job Requirements:

- Must be an EOP student.
- Leadership experience and campus involvement required.
- Must have a minimum of a 2.8 for both SDSU cumulative and overall GPA for undergraduate courses during employment.
- Must be able to work for the entire academic year, both fall and spring (contingent upon funding).
- Will have at least 60 units completed.
- Must be able to work an average of 10 hours per week during the academic year.

Compensation:

Contact us at eopmentorprogram@sdsu.edu