

LEAD PEER MENTOR JOB DESCRIPTION

Revised 8-20-13

LEAD, Latina/o Empowerment at De Anza, is a year-round program, and students from all majors at De Anza College may participate. LEAD Peer Mentors provide leadership in the LEAD community by working directly with students in our classes. Mentors help new students in making the transition to college life and learning how to succeed as members of the larger community. They also assist in achieving the goals of the program, which are to:

- understand issues in the Latino community and their effect on all people
- improve leadership skills, so that we can provide service to, and learn from, the communities we serve
- build a strong, lasting sense of familia and community that sustain all students during their time at De Anza, and beyond
- advocate for quality education for all people, regardless of immigration status, race, religion, gender, sexuality, or ability to pay
- serve as a role model in order to share what it means to be an excellent student and valuable community member.

Qualifications:

For consideration, candidates must possess the following

Minimum Qualifications:

- Minimum grade point average of 3.0
- Successful completion of at least one (1) LEAD class. *Exceptions may be made for students who have prior peer mentoring experience in an academic setting.*
- Must be available to attend LEAD Mentor training in the quarter prior to serving, or the quarter in which they serve as a Mentor
- Must attend the weekly Mentor Meeting with other Mentors and LEAD Faculty. Generally scheduled on Tuesdays during the quarter.

Preferred qualifications:

- Excellent communication and listening skills
- Superior time-management skills
- Strong interpersonal skills
- Knowledge of their own major and college resources
- Ability to maintain a positive attitude in spite of challenges
- Self-motivation
- Project management and organizational skills

Mentor Responsibilities:

All Peer Mentors for the LEAD Learning Community will have the following responsibilities:

- Attend all class sessions and facilitate familia work in the classroom. Help instructor as needed
- Guide students to academic and community resources
- Aid in building group dynamics within the familias and in the community
- Attend a weekly meeting with the LEAD faculty and other mentors
- Assist LEAD Community Coordinator in planning field trips/site visits
- Meet individually with student proteges as needed
- Record observations of students assigned to mentor, and submit quarterly report to the Instructor or Community Coordinator as needed
- Participate in service learning projects with the LEAD community
- Coordinate and participate in quarterly Mentor retreats/training workshops (focused on sharing individual skills and strengths)
- Coordinate one social activity/team-building event per quarter
- Maintain participant email list or Facebook page, and provide information about assignments and ideas to all members through this list. Individual class instructors should be included in these communications if appropriate and desirable.
- Help students become familiar with college resources; advise and refer students to appropriate resources, as the need arises.
- Participate in choosing, training, and supporting new Mentors.

Mentor Roles:

Shadow Mentors - Any student, who has successfully completed at least one LEAD class may serve as a shadow mentor, whether or not they have completed the class in which they wish to serve. Shadow Mentors are expected to attend all class sessions and work closely in a familia under the supervision of a more experienced Mentor. Shadow Mentors may take a class for credit at the same time they are shadowing, but must make that arrangement with both the instructor and a Senior Mentor before the class begins. If the Shadow Mentor is taking the class for a grade, and their academic progress is in peril, they may be asked to discontinue shadowing for the course.

Mentors -- Beginning Fall 2012, students must have served as a Shadow Mentor before they will be able to serve as an independent Mentor for a LEAD class. If a student has mentored for a LEAD class before this date, they are exempt from this rule. Mentors will be assigned to a class as they are available and are expected to fulfill the Mentor duties described. *Exceptions to this rule may be made on an individual basis after consultation with the Community Coordinator and Senior Mentors.*

Senior Mentors – Students who have successfully served as LEAD Mentors for more than three classes are considered a Senior Mentor. Senior Mentors are encouraged to take on planning, training, leadership, and continuing support responsibilities for the LEAD community. Support responsibilities include organizing service projects, fundraising activities, and alumni gatherings.

Alumni Mentors -- Mentors who have left De Anza, or are no longer actively mentoring in our classes are still considered an important part of the LEAD familia and will be invited to participate all LEAD events. They are also encouraged to help with LEAD events, training, and classes when they are available.

Compensation:

LEAD Mentors are provided all course materials and books for the course they work with. Mentors may be awarded up to \$10 per hour for up to 40 hours a quarter (per class) when funding is available. Some of our funding comes through DASB, and you must meet the student work requirements set by the college in order to be paid through this source. Many LEAD Mentors serve without financial compensation. Please discuss individual financial arrangements with the LEAD Community Coordinator.

Recruitment:

LEAD Faculty and Mentors are encouraged to welcome students from LEAD classes and other activist communities on campus into the mentor program by inviting them to attend the Tuesday Mentor Training meetings. Potential Mentors must serve as a Shadow Mentor in a LEAD class for a quarter before they can Mentor on their own or receive compensation. Shadow Mentors will be guided in their work by a more Senior Mentor throughout their time as a Shadow.

Questions:

Contact Marc Coronado, LEAD Community Coordinator, 408-864-8409, coronadomarc@fhda.edu or Coronado.marc@gmail.com