

Asian American Pacific Islander (AAPIC) Peer Mentor

Job Summary:

Peer Mentors (PM) is a 1 year part-time (paid) position with the **Asian American and Native American Pacific Islander Serving Institution Initiative (AANAPISI) Program**. The PM will provide clerical support to the Student Success (SS) Coordinator and Work-Based Learning Experiences (WBLE) Coordinator. The PM will perform various tasks and assist with activities, event programming, and meet with assigned mentees/students. The PM will be supervised by the Student Success Coordinators. This role provides valuable professional experience in higher education within a California State University initiative.

The AAPIC Peer Mentorship Program is designed to support **Asian American and Native American Pacific Islander (AANAPI)** identifying students majoring or minoring in the Criminology department. Peer Mentors provide one-on-one support to help students who experience challenges, in particular AANAPI students majoring in Criminology. AAPIC Peer Mentors will meet their peer mentee at least bi-weekly to help their mentee learn new skills, navigate around campus, understand college life, overall, support mentee in a holistic approach. AAPIC Peer Mentors act as resources and guides for the peer mentees. Mentors will also host meetings, to build community and provide general support. Additionally, they coordinate events, presentations and community service opportunities.

Primary Job Duties:

- Guide 9–10 first-year students in their transition to college through individual and group mentorship.
- Collaborate with faculty, staff, and campus partners to support student success.
- Support with outreach such as: presenting about the AANAPISI Initiative in classrooms, tabling, and events.
- Attend mandatory weekly and monthly team meetings and training.
- Lead by example in academic and personal excellence while maintaining confidentiality (FERPA & Title IX).
- Provide academic and personal guidance through bi-weekly 1:1 meetings and group discussions.
- Facilitate activities, workshops, and event planning.
- Connect students with campus and community resources.
- Communicate regularly with students and staff via email, text, and Google Chat.
- Assist in content creation, social media management, and event promotions.
- Design graphics and documents using Canva while following Fresno State branding guidelines.
- Maintain and update spreadsheets, Google Drive, and editorial calendars.

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- Support special events, including the Criminology Career Fair and workshops.
- Take meeting notes and assist with various projects throughout the academic year.
- Serve as an advocate for first-year students' needs, rights, and academic success.
- Assist in course planning, class discussions, and student feedback.
- Demonstrate strong communication, flexibility, and commitment to diversity and inclusion.

Required Qualifications:

- Must be currently enrolled as a student at Fresno State
- Must maintain a 2.5 GPA when applying and during the program
- Mentors must be a student majoring or minoring in the Department of Criminology
- Mentors must be enrolled in upper-division (UD) courses
- Mentors must commit to a year-long role as a peer mentor.
- Strong communication skills (both written and verbal)
- Ability to work well both independently and in a team
- Proficiency in basic office software (e.g., Google Suite, Email, and Chats)
- Strong organizational skills and attention to detail
- Ability to maintain confidentiality and handle sensitive information
- Must have a reliable laptop or computer in order to complete assigned tasks and create social media content
- Must be committed in this role for 1 year

Work Environment:

- Hybrid work setting
- The position may require working with students, faculty, staff, and off-campus partners in a professional environment
- Flexibility to work around the student's academic schedule

Skill(s) students will gain from this position:

- Critical Thinking
- Problem Solving
- Oral/Written Communications
- Teamwork/Collaboration
- Digital Technology
- Professionalism/Work Ethic
- Cultural Responsiveness to the Asian American and Native American Pacific Islander (AAPI) communities and students
- Understand and learn of On-Campus & Community Resources from monthly trainings

Compensation:

- **\$16.50 per hour**

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- 10 Hours per week (Maximum)

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