Position Description

Position Title
Student Assistant II; Mentor

Project
APASS

Employee Name
Supervisor

Does this position have any supervisory responsibilities? Yes X No

If YES, please list names and titles of people this position is responsible for supervising:

Project Summary
The Asian Pacific American Student Success (APASS) program at CSU, East Bay aims to increase recruitment and retention of Asian American Pacific Islander students.

APASS Mentors seeks to improve the academic lives of APASS students facing adversity for the better. Our unique service of one-to-one mentoring has a big impact all over the CSUEB Asian American and American Pacific Islanders (AAPI) Community. APASS mentors help students achieve success in school, helps them avoid risky behaviors, and helps them improve their self-confidence. TAPASS Mentors will promote SSOS activities and workshops. TAPASS Mentors are also a part of our leadership training cohort.

APASS is an at-will employer, if you have additional questions to email SEAS (seas@csueastbay.edu).

Approximately 2-10 hours a week (not to exceed 10 hr/week) $12/hr

Summary of position
Under the supervision of APASS Mentor Coordinator and in coordination with other supervisors, performs peer mentorship duties.

Role/Function of the position
List the major functions of the positions with the % time base allocated to each function

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<tr>
<th>% Time Base</th>
<th>Position Functions</th>
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<tr>
<td></td>
<td>• Work closely with APASS Mentor Coordinator and staff to implement APASS goals.</td>
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<td>• Gather information from mentees about their participation in APASS activities.</td>
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<td>• Work closely with mentees and meet with them to track their progress periodically.</td>
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<td>• Recruit AAPI students to participate in SSOS activities and programs.</td>
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<td>• Distribute APASS materials to CSUEB students, families, and communities.</td>
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<td>• Serve as APASS leaders to promote the program.</td>
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<td>• Conduct self-assessment and report to the Senior Mentor monthly.</td>
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<td>• Attend Open House, retreats, and mentor’s training workshops.</td>
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<td>• Other duties as assigned.</td>
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Minimum Qualifications of the position
Prior administrative and/or customer service experience
Must be attending California State University, East Bay

Degree Level
☒ High School Diploma ☐ BA/Bs ☐ Master’s Degree ☐ PhD/EdD
**Degree Major**  
High school diploma or equivalent required

**Degree Level Desired**  
- [ ] BA/Bs  
- [ ] Master's Degree  
- [ ] PhD/EdD

**Degree Major**

**Desired Knowledge, Skills and Abilities**

- Must be a member of APASS programx  
- Must be currently enrolled undergraduate student or a graduate student at CSUEB. Preferably a junior or above.  
- Must be in good academic standing at CSUEB with at least a 2.5 GPA.  
- Experience working with diverse populations and preferably with knowledge on the AAPI community.  
- Demonstrated ability to communicate effectively with diverse students, faculty, and staff.

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I have read this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of Human Resources.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature of Employee _________________________________ Date ________________

Signature of Supervisor _______________________________ Date ________________

Signature of HR Director _______________________________ Date ________________