EOPS/CARE Peer Navigator Position: 2025-2026

Job Summary

The Peer Navigator position provides support to students, faculty, and staff to the MT. SAC EOPS/CARE Department. Peer Navigators have an opportunity to support student retention and success through virtual and in-person engagement with incoming and currently enrolled EOPS/CARE students. Selected Peer Navigators will gain valuable leadership experiences and professional development as part of a team designed to support EOPS/CARE students in meeting their academic and personal goals.

The hourly rate for a Peer Navigator is **$19.50;** Peer Navigators will be offered up to 15-19 hours (per week) to work in the EOPS/CARE Department. This position requires a one-year commitment, and the assignment will begin in August 2025 and end in June 2026.

Key Responsibilities:
- Create a positive environment for visitors (students, faculty, classified staff, and guests).
- Respond to incoming phone calls and emails.
- Answer questions, refer, and direct visitors to resources and departments.
- Provide general information regarding EOPS/CARE policies and procedures.
- Serve as a mentor for new and current EOPS/CARE students.
- Meet individually with mentors and mentees.
- Attend weekly meetings/training throughout the 2025-2026 academic year.
- Assist with monitoring EOPS/CARE social media and creating promotional flyers.
- Willingness to participate in promotional purposes.
- Serve as a positive role model within the Department and Mt. SAC community.
- Assist and support workshops and activities for EOPS/CARE students.
- Assist with outreach and in-reach to market the EOPS/CARE Program.
- Arrive on time at work, be present, and be engaged during work.
- Be flexible, reliable, and open to learning and growing**.**
- Participate in committees and special assignments.
- Provide support to the EOPS/CARE Program front counter.

Personal Development Outcomes:
- Improve your leadership and interpersonal skills.
- Improve your listening, response, and referral skills.
- Improve your presentation skills and group facilitation.
- Build your social and professional network.
- Enhance your connection with the Mt. SAC community.
- Develop transferable skills to enhance future professional experiences.

Required Qualifications:
- Good Academic Standing (*Not on Progress or Academic Probation*).
- Must have completed at least **24-degree applicable units** at Mt. SAC.
- Must be enrolled in a minimum of **6 units** for **Fall 2025 and Spring 2026** semesters.
- Must be available to **attend weekly Friday meetings** (10 am – noon).
- Must be available to **attend a mandatory 3-day training** (August 5-7).

Preferred Qualifications:
- Must have a cumulative 3.00 Grade Point Average (GPA) or higher.
- Must be a current and active EOPS/CARE participant.
- Must have knowledge of the EOPS/CARE Program and requirements.
- Must have completed 3 EOPS/CARE Counseling Contacts during Spring 2025.
- Must have attended at least one EOPS/CARE workshop/event during Spring 2025.
- Must have attended an EOPS/CARE Peer Navigator Employment Information Session in May 2025.

Application Procedure
Applicants must submit all the following materials online:
- **EOPS/CARE Peer Navigator Employment Application (online form).**
- **Resume:** A resume can include a list of employment experience(s), extracurricular involvement, special interests, and/or leadership experience(s).
  NOTE: You must attach a Resume to the bottom of the online application.
- **Unofficial Transcripts** (you can access your transcripts on your Mt. SAC Portal - # 18 "Unofficial Transcripts")
  NOTE: You must attach your Unofficial Transcripts to the bottom of the online application.
- **If selected, please be informed that interviews are scheduled for June 23rd and June 24th .**

Application Submission Timeline

Applicants must be familiar with and meet the following dates and deadlines.

Optional **EOPS/CARE Peer Navigator Employment Information Session via Zoom** **Sign Up Here:** https://tinyurl.com/y57ptrhv	Wednesday, May 7, 2025 | 1:00 PM – 2:00 PM Monday, May 12, 2025 | 3:00 PM – 4:00 PM Tuesday, May 20, 2025 | 12:00 PM – 1:00 PM Thursday, May 29,2025 | 9:00 AM – 10:00 AM Friday, May 30, 2025 | 2:00 PM –3:00 PM
Application Due Date	Friday, May 30th at 11:59 PM
Interviews	June 23rd & June 24th
Mandatory Training	August 5th – August 7th
Employment	Start date: August 2025 End date: June 2026

Any questions can be directed to:
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