



January 19, 2023

**Position Title:** Peer Mentor, Washington State GEAR UP  
**Supervisor:** Annie Pocklington, Assistant Director, Washington State GEAR UP  
**Hours:** 5-10 hours a week  
**Pay:** \$20 per hour

**Application Deadline:** February 20<sup>th</sup>, 2023  
**Start Date:** April 2023

**Location:** GEAR UP-supported college campuses, including:

- Grays Harbor College
- Whatcom Community College
- Central Washington University
- Eastern Washington University
- Wenatchee Valley College
- Spokane Community College
- Spokane Falls Community College
- WSU – Vancouver
- Clark College
- Everett Community College
- Highline Community College

#### **At the Washington Student Achievement Council**

Our programs and policies work with diverse communities to eliminate barriers to people pursuing education beyond high school. As an employer, we strive to hire, cultivate, and retain a competitive workforce that reflects the communities we serve. If you are a member of communities of color; a person who identifies as queer, trans, lesbian, gay or bisexual; a veteran; a person with disabilities; a student with IEPs or a 504 plan- you are strongly encouraged to apply, even if you don't meet all the desired/preferred qualifications listed.

#### **About Washington State GEAR UP**

GEAR UP (GU) is a competitive federal program that ensures all students are academically, socially, and financially prepared to enter and complete the postsecondary program or institution of their choice. In 2023-24, GU will provide peer mentor support to the GU class of 2023 high school graduates who are attending partner institutions.

#### **About the Position**

Peer Mentors can provide a positive influence and motivate new students by providing peer to peer information sharing and support services. Peer Mentors will be hired at each Washington State GEAR UP-supported college campus. These positions will work alongside GEAR UP Regional Coordinators, who are based in high schools, to support students as they transition into their first year of life in college. The purpose of this position is to support and mentor younger peers on participating higher education campuses. Because peer mentoring is most effective when mentors reflect their mentees closely in life experience and identity, we will be prioritizing student applicants whose background, experiences and challenges navigating through the higher education system mirror the background experiences and challenges of the population that GEAR UP serves.

Washington Student Achievement Council  
GEAR UP Peer Mentor  
Job Posting

The Peer Mentor position is a temporary position funded through June 2024 and is designed to facilitate professional growth and development and will encourage skill building that translates to a wide variety of career pathways and job opportunities.

Peer Mentors will work 5-10 hours a week depending on student engagement levels, which includes:

- Connecting with students through the GEAR UP text campaign platform
- In-person, on-campus check-ins.
- Network, coordinate, and build community with other Peer Mentors to track first-year barriers experienced by students.
- **REQUIRED:** Training will be required April 14<sup>th</sup>-16<sup>th</sup>, 2023. You will be provided food, lodging, and mileage reimbursement, and paid for your time. The location will be determined by March 2023.

#### **Duties**

- Host 'office hours' on-campus Monday through Friday.
- Send a minimum of one informational text out each week to GEAR UP students on campus, using the GEAR UP text platform. Respond to those who reach out for information or guidance.
- Help host one student informational session a month, alongside the Regional Coordinator.
- Attend two virtual meetings a month with the Assistant Director of Washington State GEAR UP. Attend monthly virtual meetings with the Assistant Director of Washington State GEAR UP and Regional Coordinator.

#### **Minimum Qualifications**

- Rising sophomore, junior, or senior at one of the Washington State GEAR UP partner institutions, which are listed in the 'location' section above.
- Two or more quarters of on-campus experience at the GEAR UP partner institution you attend.
- Be in good academic standing, according to your institution's definition.
- Experience with or knowledge of on-campus support services, including services like advising and tutoring, multicultural student services, financial aid, health and counseling services, student clubs and organizations, access services, etc.
- Eagerness to engage with and support other students, as well as a willingness to engage in ongoing training.
- Ability to articulate your commitment to equity.
- Must be able to pass a Washington State Patrol background check.
- Must have access to a smart device or laptop with wi-fi access.

#### **Preferred Experience and Competencies**

- Participation in GEAR UP, CAMP, and/or TRiO programming.
- First in your family to attend college.
- A recipient of the College Bound Scholarship, Washington College Grant, or Work-Study.
- A history of campus engagement, including but not limited to sports, clubs, ASB, Greek Life, or student support service engagement, First-Year Experience, and on-campus employment.
- Experience as a peer mentor or advisor.
- Volunteer or community service experience.

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**EEO Statement**

**The Washington Student Achievement Council is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all applicants and employees. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, veterans, and people of all sexual orientations and gender identities are encouraged to apply. If you need accommodation in the application process or wish to receive this job announcement in an alternative format, please call 360.485.1138 or email [HumanResources@wsac.wa.gov](mailto:HumanResources@wsac.wa.gov)**

**Application Process and Timeline**

To apply, please complete the following application: <https://survey.alchemer.com/s3/7156056/GEAR-UP-Peer-Mentor-Application>

Applications are due February 20th, and interviews will be held in early March. For questions about this position, please contact [anniep@wsac.wa.gov](mailto:anniep@wsac.wa.gov)

Position training will be conducted in April, with regular work hours starting in May/June 2023.