

Cypress College

Transfer Mentor Position

Qualifications:

- Must be currently enrolled in a counseling program of an accredited graduate counseling program in the areas of counseling, rehabilitation counseling, social work, psychology, education, educational psychology, sociology, or Marriage Family & Counseling Therapy.
- Recent experience working with students in a student service setting
- Must be willing to commit to one academic year at 20 hours per week.
- Must be available during daytime hours.
- Good oral and written communication skills required.

Job Description:

Under the supervision of the Transfer Center Director, mentors will complete assigned projects, assist students with transfer applications, assist with planned events, attend training workshops and supervision meetings, and other duties as assigned. Mentors will serve as guides in the transfer process and monitor students' progress to completion. These activities include case management including assisting students' adjustment to the campus climate, referral to appropriate student services, and maintaining contact with mentees.

Learning Outcomes:

- Mentors will learn how to effectively facilitate the transfer process
- Mentors will improve presentation skills
- Mentors will practice collegiality and interpersonal communication among colleagues and students
- Mentors will integrate theories and methodologies from their respective programs into their mentoring experience.

Hiring Procedures:

- Interested parties must submit an application, resume, cover letter, and one letter of recommendation to the Transfer Center Director.
- An interview will be arranged with the Transfer Center Director and other appropriate personnel.
- If offered a position, the intern will provide a driver's license and current transcript
- All prospective mentors are submitted to the Board of Trustees for approval before they can start work.

Duties:

- Attend training workshops as assigned
- Maintain regular contact with assigned students
- Monitor student progress to transfer and maintain records
- Refer students to counselors and appropriate student services as needed
- Assist with university research
- Participate in cultural events
- Assist students with completing Transfer Admission Guarantee (TAG) and university transfer applications
- Assist students in Transfer Lab
- Facilitate workshops as appropriate
- Complete projects as assigned
- Assist with planned events
- Attend meetings as assigned
- Attend supervision meetings regularly

Hours:

This is a one-year position for 20 hours per week at \$20 per hour. Must be available between 8:00 am and 6:00 pm.

Deadline to apply: Friday, September 15, 2023 by 4:00 PM

Please address any questions to:
Penny Gabourie, Transfer Center Director
pgabourie@cypresscollege.edu
714 484-7129