

<b>Title</b>	<b>Classification</b>	<b>Salary Grade/Assignment</b>
Student Success Peer Coach	Student Employee	See schedule below

**HOURLY RATE Effective 4/9/19**

<b>CLASSIFICATION</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
Student Employee	\$13.00	\$13.40*	\$13.70**

**Job Description:**

Under direct supervision of district employees, the Student Success Peer Coach assists other students to be successful in their academic goals and objectives; performs basic administrative and clerical tasks; assists with creating and delivering peer to peer workshops.

**Key Duties and Responsibilities:**

1. Maintains files of caseload records
2. Assists with creation of Peer to Peer workshops
3. Delivers Peer to Peer workshops (under direct supervision only)
4. Works directly with students to assist with completion of Steps to Success
5. Participates in programs hosted by the Student Success Team
6. Provides general support to the Welcome Center
7. Provides general support to the Student Resource Center

**Degrees Desired:**

Varies by department

**Majors Desired:**

Varies by department

**Job Targets Desired:**

Varies by department

**Minimum GPA:**

2.75

**Other Job Requirements:**

1. Enrollment:
  - a. Must maintain enrollment in 6 units Spring and Fall semesters
  - b. 3 units for summer semester throughout your employment.
  
2. Documentation:
  - a. If hired you will need to present original documents for the I-9 verifying your identity and work eligibility
  - b. In addition all new hires need to present an original SS card for W-4 verification.

- c. If you are missing documentation it will delay your start date. If you have questions about the required documents please contact the Career Hub at 707-527-4329.

*\*Automatically awarded – after 200 hours*

*\*\*Requires*

- *600 hours*
- *Minimum of 1 unit of Work Experience Course*
- *Successful Evaluation with recommendation for Salary Increase by supervisor*