

Howard Community College

Workstudy Job Description

Job Number:	290
Job Title:	Peer Mentor
Department Name:	Academic Support Services - AMBICIONES
Supervisor Name:	Sandy Cos
Supervisor Phone #:	443-518-4154
Supervisor Email:	scos@howardcc.edu
Employer Address:	RCF 302
Location Student Will Work <i>(If Different from Above):</i>	Preferred on-campus, can include remote work.

Job Description and Responsibilities <i>(include job purpose):</i>	Provide support to the Ambiciones program. Peer mentor will assist with events, reaching out to students and clerical work.
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Qualifications / Experience Required:	Current Ambiciones student. Excellent customer service skills. Bilingual in English and Spanish. Able to interact professionally with a diverse population. The ability to work as a team member and independently. Excellent verbal/communication skills, intermediate knowledge of MS word and basic knowledge of excel.
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Grade Level	2
Hourly Wage	\$13.00 (Year 1) \$13.25 (Year 2)