

# Dual Enrollment Mentors



## Position: Dual Enrollment Mentors

Dual Enrollment Mentors are an integral part of the Office of Dual Enrollment, serving as mentors to current high school students taking Dual Enrollment courses with Palomar College. Dual Enrollment Mentors help Dual Enrollment high school students connect to academic counselors and resources on campus. Dual Enrollment Mentors provide our high school students information and guidance using Palomar technology, application assistance and support the Student Services Division.

## Department: The Office of Dual Enrollment

Dual Enrollment refers to college classes offered at a high school intended for high school students to earn both high school and college credit. Dual Enrollment programs offer structured pathways and guided student support in the following areas: Enrollment, Instructional resources, and Palomar College counseling. For more information about the Dual Enrollment Program, visit: [www.palomar.edu/dualenrollment](http://www.palomar.edu/dualenrollment).

## Time Commitment and Requirements

- Work hours to be determined with manager
- \$16.00 per hour; options available from 5 to 20 hours per week
- May require some evening hours across a year for special events
- Commitment to serve for at least one academic year preferred

## Application Process

Submit the following by email to Jennifer Finn at [jfynn@palomar.edu](mailto:jfynn@palomar.edu)

1. Complete the Palomar Student Application
2. Include a resume and cover letter explaining why you are interested in serving as a Palomar Dual Enrollment Mentor. Describe your experience in settings with individuals diverse in background, age and educational experience.

## Hiring Procedures

Palomar Dual Enrollment Mentor selection will be through a formal application and interview process. Applications will be reviewed using the Palomar College hiring policies and procedures. Interviews will be offered to select applicants based on qualifications, experience and quality of application documents.

# Palomar Dual Enrolment Mentor

## Duties, Responsibilities and Qualifications

### **Duties and Responsibilities** *(Training provided)*

- Support the Office of Dual Enrollment with office and program support including assistance with phone/e-mail, maintaining departmental organization, data entry, etc.
- Provide information, guidance, support and mentorship to high school students attending Palomar
- Meet with Palomar students individually and in group settings; familiarize students with campus resources; serve as a role model and advocate
- Establish and maintain positive relationships with current Dual Enrollment students and high school staff
- Represent Palomar College in a professional, positive and welcoming manner, sharing personal college experiences as appropriate
- As an official representative of the Office of Dual Enrollment, interact and collaborate professionally with Palomar College administration, faculty and staff
- Conduct classroom, and on/off-campus presentations promoting student resources, success in courses, resources/services; independently or with a team
- Assist staff with scheduling, planning and implementing a variety of student events on/off campus
- Participate in phone-call campaigns
- Provide hands-on assistance with application workshops, registration events and enrollment
- Help students navigate MyPalomar and Canvas
- Maintain up-to-date knowledge regarding Palomar College, services, and technology
- Maintain a high level of customer service through email, phone and in-person inquiries to Palomar students, parents, and community members of all ages, backgrounds and educational experience
- Develop and distribute marketing materials including flyers and announcements
- Create marketing and communications materials for Dual Enrollment students
- Attend and participate in training sessions and team meetings
- Other duties as assigned

### **Qualifications**

- Passion for Palomar College and the opportunities it provides throughout the community
- Ability to work with public, peers, students, staff, and faculty of diverse backgrounds, to include age, ethnic background and educational experience
- Knowledge of Palomar College programs and services including enrollment procedures (Training provided)
- Strong commitment to professionalism, quality work and high-level customer service
- Strong written and verbal communication skills; experience with public speaking
- Fast learner, detail oriented and a self-starter
- Be reliable, flexible, and punctual; possess strong interpersonal and organizational skills
- Demonstrate a strong desire to help and assist others with a positive and helpful attitude, working independently to problem solve
- Experience with creating marketing materials and leveraging web-pages are highly desirable
- Working knowledge of Microsoft Word, Excel, Outlook, and Internet highly desirable
- Bilingual preferred

Positions within department are available through Student Employment and Federal Work Study

### **For More Information**

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