

Rising Scholars Peer Mentor Job Description

Department: Rising Scholars

Rising Scholars encompasses two components: classes that take place at the Vista Detention Facility and an on-campus program. On campus, formerly incarcerated students form a thriving community of people liberating themselves through education. The program has a dedicated space on the Palomar College San Marcos campus where students can get peer mentor support, meet with staff, use computers for schoolwork, get a snack, and more. Rising Scholars collaborates with other Student Services departments and Instruction to support student success and retention.

Job Summary:

Palomar College Rising Scholars peer mentors are an integral part of the program, serving as role models and mentors to formerly incarcerated Palomar College students. Rising Scholars peer mentors provide direct support through connections to campus and community resources; the peer mentor works only with formerly incarcerated students at the Palomar College San Marcos campus. The peer mentor helps students navigate technology and other tools offered on- and off-campus. Peer mentors support the program and its Student Services division with student access, success and retention, and guidance that helps Rising Scholars students navigate their student journey. Training will be included within work hours, and work hours will be determined with the Rising Scholars coordinator. The peer mentor may work from 15 to 20 hours per week, and the pay rate is \$18.00 per hour.

Peer mentors will be expected to have:

- Strong interpersonal, communication, and public speaking skills
- A friendly, approachable demeanor
- The ability to work independently and as part of a team
- Participation in on/off campus student support programs such as (Extended Opportunity Programs and Services, Disability Resource Center, Department of Rehabilitation, etc.)
- Punctual, reliable, and professional conduct, including appropriate workplace language and attire

Requirements

- Must qualify for Federal Work Study as part of FAFSA financial aid package
- At least 2 years of full-time (40 hours per week) experience interacting with currently and formerly incarcerated people
- Participation in the Palomar College Rising Scholars program
- Basic proficiency in Canvas course management system, Microsoft Word or Google Docs
- Must be available on Fridays from 10:00 a.m. to 3:00 p.m.

Preferred Qualifications:

- Completion of Rising Scholars summer cohort program
- Bilingual in Spanish or other languages

Rising Scholars Peer Mentor Job Description

Application Process (Please read closely)

By 11:59 a.m. on Monday March 2, 2026, please submit the following by email to Dr. Nora Kenney, Rising Scholars Coordinator, at nkenney@palomar.edu. For support with creating the application and cover letter, please contact the Palomar College Career Center at careercenter@palomar.edu or 760-744-1150 ext. 2194.

1. [Short-term and Student Application](#)
2. Cover letter explaining why you are interested in serving the college as a Palomar College Rising Scholars Peer Mentor and describing your experience interacting with people who have experienced incarceration.

Hiring Procedures

The Palomar College Rising Scholars peer mentor selection will be through a formal application and interview process. Applications will be reviewed using Palomar College hiring policies and procedures. Interviews will be offered to select applicants based on qualifications, experience and quality of application documents. Selected candidates will be given a conditional offer of employment, which Human Resources may rescind based on whether the applicant's criminal record renders the candidate inappropriate for the position. For more information on this policy, see Palomar College Administrative Procedure 7127 found here:

<https://www.palomar.edu/governingboard/wp-content/uploads/sites/64/2023/04/AP-7127-Employment-of-Applicants-w-Criminal-Records-REV-6-13-2023.pdf>