Peer Mediation Program—Position Description

Los Angeles Mission College is committed to encouraging harmonious working relationships between colleagues. In most instances, workplace conflict is resolved informally without the involvement of a third party. However, where resolution is not achieved, Los Angeles Mission College has both formal and informal processes that support the parties in conflict. Los Angeles Mission College’s mediation procedures increase the choices available to individuals in dispute. They offer a creative way for participants to resolve their concerns through collaborative problem solving. Mediation is a versatile process which can be used not only as an alternative to pursuing a formal complaint but also as a rapid first intervention to prevent escalation of a dispute. Mediation may repair working relationships after formal procedures have been concluded.

The College is seeking individuals from our campus community who are interested in participating in the Peer Mediation Program and are willing and able to commit to the training schedule and be part of the LAMC Mediation Program at varying levels. The responsibilities and skills desired are described below.

I. Responsibilities of a Mediator:

Peer Mediators are neutral parties that facilitate confidential discussions and resolutions between disputing parties by providing direction and encouragement, working collaboratively with the parties and finding creative ways to reach a mutual solution. Peer Mediators do not make findings or side with one party. Instead, they seek to understand the dispute, facilitate communication and shift the parties to problem solving their own dispute.

II. Desired Skills of Applicants:

A commitment to conflict resolution through communication, negotiation, and analytical problem-solving is essential. Mediators must have the ability to maintain confidences, exercise sound judgment and discretion, work collaboratively with others and foster effective working relationships. Other crucial attributes include natural neutrality, honesty, creativity and patience.

III. Training Provided

All Peer Mediators will receive a 5 Day Training from the Federal Mediation and Conciliation Services* (Monday, June 2 through Friday, June 6 - possibly at an off-campus location). Substitutes will be provided and release time as necessary.
Peer Mediation Program--Application

I. Applicant Information
   a. Name: ________________________________
   b. Position at LAMC: ____________________
   c. Contact Info (phone and email): ____________

II. Why You’re Interested
   a. Explain your Interest in becoming a LA Mission College Peer Mediator:

   b. What unique skills and experience will you bring to your role as a Peer Mediator?

   c. How have you promoted collegiality on campus?

Please submit your application electronically to mrcc@lamission.edu by April 25, 2014.

Thank you for your interest!