

The College at Brockport Freshman Peer Mentoring Program

Position Description & Application Guidelines

Summer/Fall 2010

What is a Peer Mentor?

- Peer Mentors play a vital role in helping new students learn about our campus and community by creating a welcoming and informative environment.
- Mentors are resources for students for information about academic policies and programs, social organizations, campus life and curricular/co-curricular activities.
- Mentors are representatives of The College at Brockport the summer before, and the fall 2010 academic semester, who assist with the implementation of the Peer Mentoring program. They are present for all training and preparatory sessions.

Job Description and Responsibilities

- Serve as a Peer Mentor for incoming freshmen.
- Participate in two training sessions about college policies and educational requirements and services.
- Help first-year students feel comfortable by being responsive to and aware of their needs and concerns.

Qualifications for Consideration

Preference will be given to candidates who meet the following preferred qualifications:

- Brockport student who will be a full time, matriculated student in fall, 2010 with a flexible co-curricular schedule
- Ability to fit one APS section into their schedule. (We assign each APS section a Peer Mentor. Students who are not available during any of the offered sections cannot be mentors.)
- In good disciplinary and academic standing (minimum cumulative GPA of 2.5)
- Involved in co-curricular activities
- Possess the ability to be hard-working, flexible and have a sense of humor
- Exhibit excellent communication skills (especially public speaking) and leadership capabilities
- Possess outstanding organizational skills
- Ability and desire to work with students, faculty and staff
- Have a strong commitment to The College at Brockport and the philosophy behind the Peer Mentoring Program
- Have a positive, motivated attitude

Time Commitment and Expectations

- Completion of two one-day preparatory training sessions, one before the summer of 2010 (Friday, April 30 3:45-5:15) and one before the start of the fall 2010 semester (Tuesday, August 24-Thursday, August 26).
- Some time commitment in the summer of 2010 (approximately two hours/week beginning in late July). Most communication over the summer is via AOL and/or e-mail.
- Two to four hours each week during the fall semester for small group gatherings, presenting to APS classes, attending large group events, communicating with your mentees on a regular basis and planning and implementation of events with your mentees (these are done on your own time). Each mentor is required to meet with their mentees outside of class and structured activities throughout the semester.
- Maintain a positive attitude toward The College at Brockport, college policies, professors, administrators, etc.
- Participate in events that may take place on weekends and evenings.

Compensation

Successful completion of the Peer Mentoring Program is worth one academic credit (GEP 397).

Application Procedures

- Please submit a completed application and Recommendation form by **Friday, March 5**. **Early applicants will have the opportunity to interview and be awarded a position early.**
- Candidates selected for an individual interview will be notified via e-mail in their Brockport account by **Friday, March 12**.
- Final candidates will be chosen and notified via e-mail by the week of **April 5th**.

PEER MENTOR APPLICATION FOR SUMMER/FALL 2009

Part One: General Information & Recommendations

Name: _____ Banner ID: _____

E-mail: _____ Screen Name: _____

Campus/Local Address: _____

Home Address: _____ Local Phone # _____

_____ Home Phone # _____

Major: _____ Minor: _____

Class year in fall 2009: _____ Cumulative GPA: _____

Please list any clubs, organizations, jobs or activities you have been involved with outside of the classroom as a Brockport student:

* * * * * Recommendations * * * * *

Please list the name and title a faculty or professional staff member (no undergraduate students) who will serve as an appropriate reference on your behalf regarding your qualification for this position. Please provide your reference with the attached recommendation form and inform them of the **March 6th** application deadline. Your application will not be considered complete without a reference.

Name: _____ Title: _____

Phone: _____ How do you know this person? _____

* * * * *

Part Two: Essay Questions - please answer all to the best of your ability (maximum of 300 words for each essay question).

1. What interests you about the Peer Mentoring position the most?
2. What qualities do you possess that you believe would make you a good Peer Mentor?
3. Describe your typical week. Specifically, how would you fit in time for interacting with your group of mentees each week?

Agreement and Verification of Information:

I have read and understand the Peer Mentoring Program position description and responsibilities. I affirm that the information which I have provided on this application form and all other application materials for the Peer Mentoring Program are complete, accurate, and true to the best of my knowledge. I give the First Year Experience office permission to check my academic and disciplinary standing.

Signature: _____ Date: _____

For future reference, how did you hear about this position?

**Please return this form to the First Year Experience office in B4 Cooper Hall
no later than Friday, March 6th at 4 p.m.**

*If you have any questions, please contact Andrea Newman, Coordinator of the First Year Experience at
585-395-5435, SN Orient2Brockport, or anewman@brockport.edu*

2009 PEER MENTOR RECOMMENDATION FORM

Name of applicant: _____

I waive my right to view this form

I do not waive my right to view this form

Applicant Signature: _____ Date: _____

To the Evaluator: The student listed above is applying to be a Peer Mentor for first year students during the summer and fall of 2009. If chosen, this student will serve as a mentor to 20-40 new students. Please comment on the capabilities of this individual based on your interactions. Thank you for your assistance in our selection process. (Please use the back of this sheet if necessary or attach a letter of reference.)

Name of Reference: _____ Phone Number: _____

Position/Title: _____ E-Mail: _____

How long have you know the applicant? _____ In what capacity? _____

Please identify the level at which the applicant has performed the qualities listed below according to the scale:

Skill	Excellent	Good	Average	Fair	Poor	No basis for judgment
Communication Skills						
Reliability/Responsibility						
Self-Confidence						
Adaptability/Flexibility						
Maturity						
Leadership Potential						
Public Speaking Skills						
Cooperation with Others						
Receptive to Differences						

Please list those personal characteristics you believe this candidate possesses that would be beneficial to the Freshman Peer Mentoring Program.

Please list any personal characteristics you believe may deter this candidate from being a successful Peer Mentor.

If necessary, please provide any additional information on the applicant's abilities and potential to succeed in this position below or on a separate sheet.

Based on your knowledge of the applicant, as well as the type of position for which s/he is applying, please indicate your overall recommendation of how this person will function in this position: Recommend Highly Recommend Recommend with Reservations Not Recommend

Signature: _____ Date: _____

Please return this Recommendation Form to the First Year Experience Office in B4A Cooper Hall by Friday, March 6th at 4 p.m. If you have any questions about this position please contact Andrea Newman, Coordinator of the First Year Experience at 395-5435.