The College at Brockport Freshman Peer Mentoring Program
Position Description & Application Guidelines
Summer/Fall 2011

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 and communicate about academic policies and programs, social organizations, campus life and curricular and co-curricular activities.
- Mentors are representatives of The College at Brockport the summer before, and the fall 2011 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.
- Serve as a role model and resource to new Peer Mentors.
- Participate in training sessions about student development, transition issues, 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, 2011 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 preparatory training programs during the spring and summer 2011. Training will be held on Sunday, April 10 3:00-5:00 pm and Monday, August 22 - Friday, August 26. August training will run from approximately 8 am - 5 pm. Attendance at all training sessions is required.
- Approximately two hours per week in the summer of 2011 beginning in late July and continuing through late August. Most communication over the summer is via e-mail and ANGEL.
- 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 graded academic credit (GEP 397).

Application Procedures

- Please submit a completed application and Recommendation form by Friday, February 18.
- Final candidates will be chosen and notified via e-mail by Friday, March 11.
**PEER MENTOR APPLICATION FOR SUMMER/FALL 2011**

**Part One: General Information & Recommendations**

Name: ___________________________________________   Banner ID: _______________________

E-mail: ___________________________________________   Cell Phone #: _______________________

Campus/Local Address: ________________________________________________________________

Home Address: _______________________________________________________________________

Major: _________________________________________ Minor: ________________________________

Class year in fall 2011: ___________________ Cumulative GPA: ____________________________

Please list any clubs, organizations, jobs or activities you have been involved with outside of the classroom as a Brockport student. Please also indicate the approximate time commitment and whether or not you intend to continue with the activity during the Fall 2011 semester. If you anticipate involvement in a new activity during the Fall 2011 semester, please note the activity in the chart below. Attach an additional page if necessary.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours per week</th>
<th>Fall 2011 (Yes/No)</th>
<th>Activity</th>
<th>Hours per week</th>
<th>Fall 2011 (Yes/No)</th>
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**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 **February 18** application deadline. Your application will not be considered complete without a reference.

Name: _________________________________________ Title: ________________________________

Phone: ___________________ How do you know this person? ________________________________

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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 OFFICE OF STUDENT RETENTION,
B4A COOPER HALL, NO LATER THAN FRIDAY, FEBRUARY 18TH AT 4 P.M.
If you have questions, please contact Becky Fletcher Roberts, Second Year Experience Coordinator,
585.395.5403, rfletche@brockport.edu
2011 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 2011. 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 known the applicant? __________ In what capacity? __________________________

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

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

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