

Peer Advisor/Mentor (PA/M) Employment Application

Return completed application materials by **X:XX on (Month Day, Year)** to:
Advising center or email to (contact person).

Minimum Requirements and Qualifications of Peer Advisor/Mentors:

- Current student at time of application
- Minimum of 35 credits earned at the time of application (excluding CLEP, AP, CAPP and Retro credits); at least 24 of which must have been earned at (name of school) by Fall semester
- A minimum combined GPA of 2.5 and in "Good Standing" at (name of school) (if drop below 2.5, will be terminated)
- Must give a one year commitment to this position (fall and spring semesters) and be a full time student both semesters
- Must be on campus for the interview process
- Able to work 6-12 hours per week each semester
- Actively participate in orientation training sessions one week prior to the start of the fall semester
- Attend PA/M staff meetings and other workshops for continued training
- Strong communication skills (written and verbal)
- Strong computer skills

Other preferred qualities: strong interpersonal skills; positive attitude; ability to multitask; self motivated; enjoys working with others; and willing to provide immediate information/support for students as an academic and campus resource.

PA/M Mission Statement:

"In partnership with the academic advisors, we are students helping our campus peers by being readily available to provide quality resource information related to curriculum, career planning, and advising processes in a positive, encouraging environment."

Salary:

PA/Ms will be paid a starting rate of \$X.XX per hour. Work hours will be 6-12 hours a week. Note: Hours are not guaranteed and are subject to change.

Job Responsibilities:

- Make appointments for students with advisors
- Respond to phone calls and emails
- Complete projects for the advising office
- Provide follow-up support after an advising appointment
- Be available for walk-ins at the PA/M offices
- Assist students with on-line exploration programs
- May include assisting with the Academic and Career Exploration class
- Administrative support duties such as filing, inputting data on spreadsheets, etc.
- Other office duties as assigned

PA/Ms also provide the following...

Referrals: refer student to campus and web resources including career exploration, advising, tutoring, financial aid, student accounts, etc.

Registration Information: how and when to register for classes using (registration system); how to use the University academic calendar including the last day to drop/add courses; how to repeat a class

Problem Solving: help students identify/locate advisor; assist students in printing and reading degree audit; help complete major or minor changes

General Information: differences of degrees (BA, BS, BFA, BBA, BSE, etc); campus information

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Last Name _____ First Name _____ Middle Initial _____
Student ID# _____ Date of Birth _____
Local Address _____ Phone _____
Home Address _____ Cell _____
School e-mail: _____
Semester/Year first entered (name of school): _____
Total credits completed by end of this semester: _____
Total credits completed at (name of school): _____ Combined GPA: _____
Expected Graduation Date: _____ Last semester able to work: _____
Major: _____ Minor: _____

I will be available for afternoon hours. Yes ___ No ___ Evening hours? Yes ___ No ___

I will make a one-year commitment? Yes ___ No ___

I am able to work 6-12 hours each week. Yes ___ No ___

I will attend PA/M training one week prior to the beginning of the fall semester. Yes ___ No ___

Submit with this application:

- Two recommendations, at least one of which must be from a faculty or staff member. The second recommendation can be from a PA/M, residence hall staff, or employer. Family or friends may not write recommendations. Recommendations must be written on the attached PA/M Recommendation Form.
- On a separate piece of paper list all of your work experience from the last 3 years (must include all campus jobs). For each position, list the employer (company/organization); position; supervisor's name, address, and phone number; dates of employment and reason for leaving. We reserve the right to check employment history and references.
- Copy of your current degree audit
- Typed responses to the following essay questions:
 - 1) How did you hear about the Peer Advisor/Mentor (PA/M) position?
 - 2) Why do you want to be a PA/M?
 - 3) What have you learned from your extracurricular involvement and/or volunteer experience(s), especially during college, and how will that contribute to your success as a PA/M?
 - 4) What communication skills do you consider to be important? Give an example of how you use these skills.
 - 5) What experience do you have in handling stressful situations? Please give an example of a situation and how you handled it.
 - 6) What was an interaction you had with an academic advisor and what did you learn?

To the best of my knowledge, the information on this application is complete and honest. I understand that a criminal background check might be conducted. An unsuccessful criminal background check or university disciplinary probation will render me ineligible for hire.

Signature _____

Date _____