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__________________