

University of South Florida

Peer Mentor Program Application

College of Arts and Sciences

2/3/2016

WELCOME LETTER

Thank you for your interest in becoming a USF College of Arts and Sciences Peer Mentor. Peer Mentors are undergraduate students who serve as peer advisors and play a key role during new student orientation sessions, outreach events, and provide continued support for new and current students.

This packet provides you a general overview of the Peer Mentor position. Refer to page 5 for a copy of the application.

Please read through the entire packet and carefully review the dates listed. If you are selected to become a Peer Mentor you will be expected to meet the standards outlined here and also **commit to ALL of the dates listed**.

If you are interested in this position, please complete the attached application and submit it no later than **Friday, March 4th no later than 4:00pm** to the front desk in the SCA building (Science Center – room SCA 203).

If selected for an interview, you will be contacted by email within two weeks following the application deadline to schedule an interview.

Peer Mentors support the college orientation and provide a valuable service for USF. We are excited that you are interested in joining this prestigious group. If you have any questions about the position or application, please contact Lauren Keroack at Lkeroack@usf.edu.

Sincerely,

Autumn Mueller

Autumn Mueller, MS
Director of Advising
College of Arts and Sciences
4202 E Fowler Ave, BEH 201
Tampa, FL 33620
www.cas.usf.edu

PEER MENTOR POSITION DESCRIPTION

USF is looking for enthusiastic and responsible undergraduate students to assist during the first-year and transfer student orientation programs. Peer Mentors are trained to assist newly enrolling College of Arts and Sciences (CAS) science students with the development of their initial class schedules. In this capacity, Peer Mentors serve as a resource for new students and provide a positive and welcoming experience to these students as they begin their college journey at USF. Peer Mentors will be involved in outreach events and continued support throughout the fall semester. Selection as a Peer Mentor is a unique honor and a rewarding opportunity for personal and professional growth. Peer Mentors will enjoy a memorable experience while providing a valuable service to the University.

Peer Mentors will be a part of the CAS advising team and will interact with a wide variety of individuals including professional advisors, fellow Peer Mentors, orientation staff, orientation team leaders, and incoming and current students.

Job Responsibilities

Assistance to new students

- Welcome new students to USF and assist the student as needed
- Help new students assimilate, to feel welcome, and to get involved in USF
- Be available and willing to answer students' questions

Assistance to continuing students

- Provide outreach to students during the fall and spring semester
- Be available and willing to answer questions and to assist students with challenges
- Work with advisors to provide support programming to students in their first year at USF

Educational Duties

- Act as an informed source for students regarding registration and schedule planning
- Assist students with development of an initial class schedule
- Help explain USF policies and procedures as needed
- Demonstrate the online course registration process
- Explain general education requirements
- Explain major requirements and requirements for graduation
- Guide student in accessing the academic resources and student services available at USF

MINIMUM QUALIFICATIONS

1. Be enrolled as a degree-seeking undergraduate student at USF
2. Meet all requirements for employment at USF
3. Be in good judicial standing at USF
4. Be in good academic standing at USF
5. Have a major declared in the College of Arts and Sciences
6. Submit a faculty reference form (required only for applicants with a USF or overall GPA less than 3.0)
7. Summer obligations (classes, outside employment, personal plans, etc) do not conflict with training or orientation sessions

PREFERRED QUALIFICATIONS

1. Junior or senior standing (60 earned credit hours by the end of spring 2016)
2. Pursuing a science major or pre-health professions track
3. Previous leadership experience
4. Knowledge of USF policies, registration procedures, academic support systems, and student services

TERMS AND CONDITIONS OF EMPLOYMENT

Length of Position

The position begins in April 2016 and will continue through April 2017

Required Commitments

Workshop Training:

Peer Mentors are required to attend a series of training sessions and will be compensated for their participation in training. In addition to attending training sessions, they will be assigned outside class activities and assignments. Training sessions will be held during the month of April. Dates and times of the trainings are being determined and will be announced as soon as possible.

There will be continued training for fall and spring responsibilities. These trainings will begin toward the end of the orientation season, in preparation for the upcoming school year. These dates will be announced as soon as rooms have been secured.

Orientation Sessions

Peer Mentors will work orientations for either transfer or first year student populations. Each Peer Mentor will receive their individual assignment once hired. Peer mentors will be expected to work from 1:00 pm – 4:30 pm on the following dates, except for Tuesday, June 7th, when they will be expected to report 30 minutes early and Friday, August 5th when the express transfer orientation takes place in the morning. Peer Mentors will be primarily responsible for assisting science students at orientation, but may be asked to help out in other areas as needed.

Transfer Orientation Sessions	FYS Orientation
Friday, March 21st 1:00-4:30pm Friday, April 1st 1:00- 4:30pm Thursday, May 5th 1:00-4:30pm Thursday, May 12th 4:30pm Friday, May 13th 1:00-4:30pm Wednesday, June 15th 1:00-4:30pm Wednesday, June 22nd 1:00-4:30pm Wednesday, June 29th 1:00-4:30pm Wednesday, July 6th 1:00-4:30pm Wednesday, July 13th 1:00-4:30pm Wednesday, July 20th 1:00-4:30pm Wednesday, July 27th 1:00-4:30pm Wednesday, August 3rd 1:00-4:30pm Friday, August 5th 10:30-1:30pm Wednesday, August 17th 1:00-4:30pm Friday, August 19th 1:00-4:30pm Location: USF Tampa Library	Tuesday, June 7 th 1:00-4:30pm Friday, June 10 th 1:00-4:30pm Tuesday, June 14 th 1:00-4:30pm Friday, June 17 th 1:00-4:30pm Tuesday, June 21 st 1:00-4:30pm Thursday, June 23 rd 1:00-4:30pm Tuesday, July 12 th 1:00-4:30pm Friday, July 15 th 1:00-4:30pm Tuesday, July 19 th 1:00-4:30pm Friday, July 22 nd 1:00-4:30pm Tuesday, July 26 th 1:00-4:30pm Friday, July 29 th 1:00-4:30pm Friday, August 12 th 1:00-4:30pm Tuesday, August 16 th 1:00-4:30pm Location: USF Tampa Library

In general, Peer Mentors should plan to maintain availability from noon – 5:00 pm on Tuesdays, Wednesdays and Fridays throughout the entire summer, beginning at the start of Summer A (May 16). Although training and orientation sessions are not scheduled for every Tuesday, Wednesday, and Friday during the summer, keeping open availability on these days will help minimize scheduling conflicts.

Class Schedules

Peer Mentors are permitted to take face-to-face and online classes during the summer as long as the class or exam times do not conflict with any of the orientation sessions listed above, or the training sessions, to be announced shortly. Peer Mentors are expected to work all orientation sessions (either transfer or first year sessions, depending on population assigned). If selected for an interview, applicants will be asked to provide a copy of their intended summer class schedule to check for any scheduling conflicts. Prior to official hire as a Peer Mentor, program staff will review selected students' summer registration.

Outside Employment

Peer Mentors are allowed to hold outside employment during their period of employment as long as it does not conflict with any of the training or orientation sessions listed above. Applicants will be required to disclose any outside employment or other summer obligations to program staff to ensure that there will be no conflicts with work or training hours.

Compensation

Each Peer Mentor will be paid \$10.00/hour. Peer Mentors will be compensated at this rate for participating in the workshop training sessions and working at the orientation sessions.

APPLICATION FORM
Peer Mentor
University of South Florida

Instructions:

1. Completed application consists of
 - *Application form with all questions answered fully*
 - *Current resume*
 - *Buckley Waiver* (See page 9)
 - *Faculty reference form* (only if your overall or USF GPA is below 3.0). Reference must come from a faculty member or instructor. Completed form must be submitted in a sealed envelope (with the reference's signature over the seal) at the same time as the rest of the other application materials.
2. Please submit your completed application to the front desk in the SCA building (Science Center – room SCA 203).
3. Deadline for receipt of the application is **Friday, March 4th @ 4:00 pm.**

Review of judicial and academic history: By submitting an application, you provide permission to the selection committee to check both your academic and judicial status.

Ineligibility for the position: Due to scheduling conflicts, students serving as Orientation Team Leaders (OTL) during the summer 2016 semester are ineligible for this position.

Contact Lauren Keroack at Lkeroack@usf.edu with any questions.

Peer Mentor Application Form

Name:	Email:
U-Number:	Phone:
Major:	Earned hrs after spring 2014 (expected):
USF GPA:	Overall GPA:

Please answer the following questions in the space provided below. Include a current resume with the submission of this application.

1. How did you learn about this position?
2. Describe your involvement in extracurricular activities, organizations, volunteering, research, etc.
3. Describe any leadership experience you have.

4. What skills will you bring to the peer mentor position?

5. Have you ever been found responsible for a violation of USF's Student Code of Conduct? If yes, please explain.

6. If selected for a Peer mentor position, you will be expected to attend and participate in all training and orientation sessions during the summer. Please describe the outside obligations you expect to have during summer 2016, if any. This includes, but is not limited to, taking classes, outside employment, volunteering, traveling, and personal obligations.

7. Please add any other information (e.g. talents, academic and co-curricular interests/activities, career goals) that will help us evaluate your candidacy.

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8. Did you enter USF as a transfer student from another college or university? If yes, please indicate which college or university you transferred from. If no (you entered as a first year student), please write N/A.

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Buckley Waiver Student Consent for Release of Student Information

I, _____, hereby authorize the University of South Florida Office of Student Rights and Responsibilities to release information concerning my judicial history at the University of South Florida. This information will be made available for the purpose of verifying my qualifications for employment with the College of Arts and Sciences Peer Mentor Program. Only verification of judicial standing with the university will be released.

I consent that this information be released to _____.
This information will not be released to any other entity or person without my prior written consent.

Signature

Date

College of Arts and Sciences Peer Mentor Faculty Reference Form

TO BE COMPLETED BY STUDENT:

Name of Applicant: _____

WAIVER OF RIGHT TO EXAMINE THIS INFORMATION

I waive any right of access to this recommendation under the University of South Florida Student Records Policy.

Signature of applicant

Date

TO BE COMPLETED BY FACULTY REFERENCE:

Name of Faculty Reference: _____

Faculty Reference Email Address: _____

Faculty Reference Phone: _____

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Peer Mentors will be a part of the CAS advising team and will interact with a wide variety of individuals including professional advisors, fellow Peer Mentors, orientation staff, orientation team leaders, and incoming and current students.

We would appreciate you completing this form by giving us your honest reactions to the questions based upon your assessment of the applicant. Your written comments are valuable in the selection process.

1. What is your relationship to this applicant? _____

2. How long have you known this applicant? _____

3. Please rate this applicant's ability to get along with the following individuals (relative to other undergraduate students you have known in recent years):

	Superior	Average	Above Average	Below Average	Poor	Not Observed
Co-Workers	_____	_____	_____	_____	_____	_____
Students	_____	_____	_____	_____	_____	_____
Faculty/Staff	_____	_____	_____	_____	_____	_____

4. Please rate the applicant on the following qualities (relative to other undergraduate students you have known in recent years):

	High	Average	Low	Not Observed
Leadership potential	_____	_____	_____	_____
Ethical standards	_____	_____	_____	_____
Responsibility	_____	_____	_____	_____
Demonstrating Initiative	_____	_____	_____	_____
Motivation	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____
Team player	_____	_____	_____	_____
Interpersonal Skills	_____	_____	_____	_____
Punctuality	_____	_____	_____	_____
Capacity for discretion	_____	_____	_____	_____
Maturity	_____	_____	_____	_____

5. Do you believe this applicant will be an effective Peer Mentor?

_____ Yes _____ No

Comments:

6. What overall recommendation do you give this applicant?

Highly Recommended _____

Recommended _____

Not Recommended _____ for the following reasons:

7. What additional information would be helpful to know about this applicant?

SIGNED: _____
(Name) (Date)

Please return completed reference form to the student in a sealed envelope with your signature over the seal.