2013 First Year Experience Peer Mentor
Position Description

Position Overview

The Peer Mentor is a leader on campus who will help ease the transition to college for first-year students. The Peer Mentors will be assigned to one First Year Seminar (FYS) course and assist the instructor to meet the goals of the course and program. Mentors will offer peer insight into academic and social life at college, as well as provide supplemental support for all students on campus.

Roles and Responsibilities

The Peer Mentor is expected to:

- Serve as a role model and mentor to first-year students at Otterbein University
- Work to support the mission and goals of the First Year Experience (FYE) program
- Uphold all Otterbein University policies and procedures as outlined in the Student Handbook
- Hold a minimum cumulative GPA of a 2.75
- Demonstrate professionalism when working with Otterbein faculty, staff and first-year students
- Be knowledgeable about campus resources and activities and be able to refer students to them
- Attend all required training sessions
  - April 28, 1-7 PM (date tentative)
  - August 29, 9AM-5PM
- Complete the Peer Mentor/FYS instructor partnership agreement form and fulfill outlined duties in the agreement
- Attend programs and activities offered to the FYE participants during fall semester
- Read the 2013 Common Book, Little Princes
- Attend and facilitate your partner FYS sessions during First Flight
  - Facilitate Common Book discussions (Thursday, August 22)
  - Facilitate e-portfolio and MyOZone discussion (Friday, August 23)
- Build an e-portfolio and become proficient in the use of e-portfolios. Assist students in the partner FYS course with the development of their e-portfolios
- Attend three peer mentor roundtables in the fall semester
- Check campus email regularly

Compensation

Peer Mentors will receive a $250 stipend for their role. The stipend will be paid at the end of the term that they serve. All responsibilities above must be complete to receive the stipend.

Peer Mentors will also be required to register for SLD 2200 (available for 2 credits) during the academic term of their partner FYS course.
Applications Due: Tuesday, April 2

Interviews Offered: Applicants who are selected to move onto the interview phase will be notified by email on Thursday, April 4

Interviews: April 8-12, 30 minute interviews

Notification: All applicants will be notified of their status by Wednesday, April 17

First Year Seminar Matching

Peer Mentors will be matched with First Year Seminars and instructors during the spring semester. Major, experience in FYS course content/topic, and previous relationship with course instructor may be taken into account when matching occurs. All matches will be made by the Center for Student Involvement and Center for Student Success.

Peer Mentor Training

Peer Mentor training is an essential component of the Peer Mentor position. Your attendance at each training session is crucial to your preparation for serving in this role. Required trainings are as followed:

Sunday, April 28: 1-7 PM (date tentative)
TBD: Individual meeting with your FYS instructor
Monday, August 19: 9AM-5PM
Roundtable Meetings: 3 times during the fall semester (dates TBA)

Required Events

In addition to attending the required trainings above, Peer Mentors are expected to attend the following events/meetings:

- Course sessions/events agreed upon with the FYS instructor
- New Student Week FYS Sessions
  - Thursday, August 22
  - Friday, August 23
- Select FYE workshops during fall semester
2013 FYS Peer Mentor Application

Candidate Information

<table>
<thead>
<tr>
<th>Name (Last, First)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Mailbox # or Local Address</td>
<td></td>
</tr>
<tr>
<td>Campus Email Address</td>
<td></td>
</tr>
<tr>
<td>Cumulative GPA (minimum 2.75)</td>
<td></td>
</tr>
<tr>
<td>Circle: Current Class Year</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Freshman</td>
</tr>
<tr>
<td>Major (minor if applicable)</td>
<td></td>
</tr>
<tr>
<td>Faculty/ Staff Member providing your recommendation</td>
<td></td>
</tr>
</tbody>
</table>

Resume and Cover Letter

Please attach a resume and cover letter to your application.

Questions

Please type your responses to the following questions on a separate sheet of paper. Your responses should not exceed two pages.

First-Time Peer Mentor Candidates:
1. After reading the job description, what strengths and qualities do you possess that makes you a strong candidate for a Peer Mentor position?
2. Tell us about your academic journey at Otterbein. How have you been successful? When you’ve faced challenges, how have you overcome them?
3. What are three pieces of advice that you would offer to a first-year student based on your own experiences as a successful Otterbein student?
4. Please list the activities/organizations in which you will be participating during the 2013-2014 academic year. Include any leadership positions you plan to hold and time commitment required of each.
Important Dates

Peer Mentors are expected to attend the following training dates and meetings during New Student Week (in addition to roundtables, meetings with instructors, etc.) Please review the dates and add them to your calendar. If you have a conflict, please make a note to be discussed during your interview.

Training
Sunday, April 28, 1-7 PM (date tentative)
Monday, August 19, 9-5 PM

New Student Week: First Flight
Thursday, August 22
Friday, August 25

_____ I am able to attend all of the above dates
_____ I have a conflict with one or more of the dates above. Please explain below:

Recommendation

Please list the name and phone number of the member of a Faculty or Staff Member at Otterbein who will complete the confidential recommendation form for you. NOTE: You will be responsible for sharing the attached recommendation form with the person listed below and ensuring that the form is returned to the Center for Student Success by 5:00PM on Tuesday, April 2.

___________________________________  ______________________
Name                                      Phone Number

___________________________________
Email Address

Peer Mentor Selection Process

Your completed application and recommendation form is due by 5pm on Tuesday, April 2 in the Center for Student Success.

Applicants who are selected to move onto the interview phase will be notified by email on Thursday, April 4.

All candidates who are selected for the interview phase will be able to pick up notification letter in the Campus Center Office on Wednesday, April 17.
I have read and understand the qualifications, time commitments, remunerations, and job expectations for the 2013 Peer Mentor position. I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. I understand that falsification of information on this application may result in my dismissal from the Peer Mentor selection process. I authorize the Center for Student Success to verify my grade point average and my disciplinary record.

Signature: ________________________________ Date: ___________________
Peer Mentor Recommendation Form
(Please return to Kate Lehman in the Center for Student Success by Tuesday, April 2)

Name of Candidate:__________________________                   Date:___________

1). How do you know the candidate and how long have you known him/her?

2). If you are able, tell us about this candidate’s academic ability and/or successes. If you have not observed this candidate in an academic setting, please share his/her leadership ability.

3). As a Peer Mentor this student would be serving as a mentor and role model to first-year students. Please comment on his/her demonstrated or potential ability to do this.

5) Do you have any hesitations with this candidate’s ability to serve in this role?

6). Please share any additional comments or feedback about this candidate.

Name of Recommender:______________________                   Date:______________

Signature__________________________________