

Wright State University First-Year Seminar Fall 2018

First-Year Seminar Peer Mentor Job Description

Job Description

Peer Mentors are important paraprofessional staff members of Wright State University who assist faculty instructors in **UVC 1010: First-Year Seminar I or similar courses** for new students as part of the First-Year Seminar (FYS) Program. Peer Mentors are students who serve as role models, sources of information for new students, and representatives of WSU. This position enables students to develop valuable skills in communication, leadership, organization, and creativity. The compensation for this position is **\$10.01 per hour**, and students can expect to earn about \$750 for their assistance and related duties during fall term.

We expect to hire about 40 well-qualified students to serve as First-Year Seminar Peer Mentors in the fall. Training, resources, supervision, and mentoring will be provided. All Peer Mentors will be assigned to work with a faculty instructor, with the support of First-Year Programs staff.

Preferred Qualifications

1. Have a cumulative GPA of 2.7 or higher after Spring Semester 2018 (Strongly preferred 3.0 or higher cumulative GPA).
2. Have earned at least 24 semester hours of undergraduate credit after Spring Semester 2018.
3. Have been a WSU student for at least two terms (Preferred: three semesters).
4. Be in good standing with the Office of Residence Life and Housing and the Office of Community Standards & Student Conduct.
5. Demonstrate an ability to relate to people from diverse backgrounds.
6. Have a real interest in assisting new students with their adjustment to college.
7. Demonstrate skills in communication, leadership, and organization -- especially facilitating discussions (Preferred: prior experience in working with university groups/clubs, or teaching, coaching, or serving as an Orientation Leader).
8. Have a thorough knowledge or demonstrated desire to learn about Wright State University.

Specific Duties

- 1) Arrive for each required training session, staff meeting, and class on time and actively participate.
- 2) Regularly meet with the faculty of your instructional team throughout the term. The day, time, duration, and format of this meeting will be determined by your faculty.
- 3) Assist your assigned faculty in planning the course as requested.
- 4) Assist your faculty in one section of First-Year Seminar which meets once a week.
- 5) Complete and submit online Student Employment **timecards on time**.
- 6) **Check your WSU email daily** during the week and your Pilot Homepage weekly.
- 7) Participate in an end-of-term **evaluation** of the Peer Mentor program with First-Year Programs.

Trainings, Meetings, and Class Time

Participate in Required Peer Mentor Training Sessions:

Session I: Friday, May 4, 1:00 pm - 5:00 pm

Session II: Friday, August 3, 1:00 pm - 5:00 pm

Session III: Friday, August 17 **or** 24, 1:00 pm - 5:00 pm

Online Check-ins: Submitted no later than the second Friday after each training

Wrap up: Monday, December 10, 10:15 am - 12:15 pm

Staff Meetings:

Attend and actively participate in a 30-minute, scheduled Peer Mentor Supervision Seminar & Staff Meeting **weekly** during fall term with a First-Year Programs staff member and a Senior Peer Mentor. Days and times for the weekly meeting will be determined during summer training sessions.

Class Time:

Assist in one section of First-Year Seminar, which meets once a week. This includes assisting your faculty as they lead specific activities and discussions on various college success and adjustment topics, including diversity education, time management, connecting with a major, campus resources, and academic success.

Compensation

Peer Mentors will be paid **\$10.01 per hour** for 3 - 5 hours per week:

- one hour for assisting in the First-Year Seminar class once a week,
 - one half-hour for attending the Peer Mentor Supervision Seminar & Staff Meeting, and
 - up to but no more than three and one half-hours for out-of-class preparation, grading, leading co-curricular activities with the class, and completing all other class duties as specified by your instructor.
- This limit of five hours paid per week can only be exceeded with prior approval from the CFYP. Therefore, **most weeks a Peer Mentor would be paid for less than 5 hours of work.** Peer Mentors will also be paid for training during the summer.

First-Year Seminar Peer Mentors agree to uphold the duties and responsibilities as outlined above. They understand that their section must achieve minimum enrollment (12 students) by early August, or it may be cancelled and their position terminated immediately. A First-Year Seminar Peer Mentor's position may also be terminated for failure to fulfill the duties herein, as well as any failure to comply with WSU Student Employment rules, including minimum credit hour enrollment required as an undergraduate or graduate student.

The First-Year Seminar Peer Mentor Application Process

First, pick up a *Peer Mentor Application Form* in **101 Student Success**. Complete the form and write your statement of interest.

Well-qualified applicants will be invited to **interview**, beginning in January. The hiring decisions will take place in mid-March. Peer Mentors must complete paper work required by Student Employment before Peer Mentor training.

Please e-mail questions to kim.stephens@wright.edu.

Thank you for your interest!



FIRST-YEAR SEMINAR PEER MENTOR APPLICATION

FALL 2018

APPLICATION INSTRUCTIONS

Attach a Statement of your Interest in the position (700-words minimum, typed, double-spaced, grammar & spell checked) to your application. Please describe the following information in your statement:

- your reasons for seeking the Peer Mentor position
- your experiences working with people, especially any leadership/teaching/coaching experiences
- your involvement with campus life & student activities
- your personal qualities that will help you be an effective Peer Mentor

For first consideration, complete, sign, and return this application form and your attached statement [see Statement of Interest, above] to Kim Stephens, First-Year Programs, 101 Student Success Center, by the priority deadline of **February 9**, but no later than **March 16, 2018**. The form and statement may also be submitted electronically to kim.stephens@wright.edu.

Returning First-Year Seminar Peer Mentors need to complete this form. Please omit the statement of interest and instead substitute a 300-word statement about your experiences assisting in a First-Year Seminar last fall and outline three changes you might make for next fall along with reasons why.

Interviews begin in January for qualified candidates. Hiring decisions will be made in March.

APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	UID:		
E-mail Address _____ @ wright.edu			
Are you in good standing with the office of Community Standards and Student Conduct? YES <input type="checkbox"/> NO <input type="checkbox"/>			

EDUCATION

Current Class Rank:	Freshman	Sophomore	Junior	Senior	Graduate
Major:	Minor:		Current Cumulative GPA:		
Besides major & minor, other areas of study or interest:					
Number of terms to date that you have been a student at Wright State <u>after</u> Spring 2018:					
Expected total hours earned <i>at Wright State</i> <u>after</u> Spring 2018:					
Have you lived on-campus at WSU? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Which of the following classes have you taken at WSU, if any? UH 1010 <input type="checkbox"/> UVC 1010 <input type="checkbox"/> Other _____					
Have you served as an Orientation Leader? YES <input type="checkbox"/> NO <input type="checkbox"/>			If yes, which years?		
Are you applying for an Orientation Leader position for this summer? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Are you applying for a Resident Assistant (RA) position for Residence Life for Fall 2018? YES <input type="checkbox"/> NO <input type="checkbox"/>					

EXPERIENCE

List WSU Student Organizations in which you have participated, especially if you were an officer.

Name of Organization:

Name of Organization:

List your 2 most recent jobs, your supervisor for each, and their phone number or e-mail address.

Company

Position

Supervisor

Phone/Email

Company

Position

Supervisor

Phone/Email

REFERENCES

Please list two references. At least one must be a WSU faculty or staff member.

Name

Position

Email

Phone

Name

Position

Email

Phone

2017 PEER MENTOR TRAINING SESSIONS AND CHECK-INS

Can you attend the following training sessions?

YES NO

Session I: 1:00 pm - 5:00 pm, **Friday, May 4** -- Required of All Peer Mentors

YES NO

Session II: 1:00 pm - 5:00 pm, **Friday, August 3** -- Required of All Peer Mentors

YES NO

Session III: 1:00 pm - 5:00 pm. **Friday August 17 or 24** – Required of All Peer Mentors [**circle preference**]

YES NO

Online Check-ins: Submitted the second **Friday after each training** -- Required of All Peer Mentors

YES NO

Wrap up: 10:15 am - 12:15 pm, **Monday, Dec. 10** -- Required of All Peer Mentors

YES NO

Weekly Staff meeting: **Mondays 10:20 am - 10:50 am**
or **Mondays 3:45 pm - 4:15 pm**
or **Tuesdays 9:45 am - 10:15 am**
or **Tuesdays 3:30 pm - 4:00 pm**
or **Wednesdays 9:45 pm - 10:15 am**
or **Wednesdays 2:45 pm - 3:15 -pm**
or **Thursdays 11:15 am - 11:45 am**
or **Thursdays 2:15 pm - 2:45 pm**

Attendance at one staff meeting each week is required of all Peer Mentors throughout fall term.
** These are only estimated times and days and are subject to change.

SIGNATURE**DATE**