Dear Honors College Students:

We are hiring 6 Peer Mentors this spring. If you enjoy helping others and are passionate about the HCOL community, this position will afford an opportunity for you to gain valuable leadership skills, international mentor certification through the College Reading and Learning Association, and network with staff and faculty. The term of service is for the calendar year starting in March 2017 and continues through the fall semester. Mentors will be strongly encouraged to reapply for additional years.

Description:
Peer Mentors (PMs) are leaders within the Honors College community and provide key support and advising for first year students as they navigate the transition from high school to college. Each PM serves a group of approximately 10 to 15 students, clustered according to academic major, during their first year in the Honors College. PMs operate under the supervision of the Martha Lance, Advisor for First Year Students, and work collaboratively to plan programs and to facilitate first-year student academic development. Mentors work with other members of the HCOL advising team and are considered essential partners in the College’s advising efforts.

Primary Responsibilities and Expectations:

- **Training**
  - Attend a minimum of fifteen hours of training throughout the spring and fall semesters.
  - Trainings are scheduled on Monday nights from 8:00 – 9:00 PM throughout the year.
  - You will be paid for attending the trainings.
  - If you elect to pursue mentor certification, you must complete fifteen hours of training and 50 hours of mentoring.

- **Mentorship**
  - Serve in an ambassadorial and advisory role for prospective Honors College students
  - Mentor 10-15 first-year HCOL students (mentees) during the fall semester. We do our best to connect mentors and mentees with the same academic majors.
  - Participate in a summer reach-out campaign by writing an introductory letter to mentees.
  - Work at/assist with first year student move-in August for three hours.
  - Attend the mentor/mentee Match-Up Event during opening weekend.
  - Host 5 hours of event/advising time with mentees during the first week of fall 2017 classes.
  - Meet with mentees at minimum of one time per week during the first six weeks of the fall semester.
  - Note participation rate of mentees and share student concerns with Student Leadership Coordinator.
  - Assist with spring and fall registration
  - Be available to mentees on an as needed basis for advising.

- **Collaboration**
  - Check and respond to e-mail in a timely manner.
  - Attend required trainings.
  - Communicate concerns about mentees to HCOL staff.
  - Connect mentees with appropriate campus resources, faculty, upperclassmen, and academic departmental resources.
  - Keep records of your mentoring activities and training attendance.

- **Programming**
  - Host one program for group of mentees that will address social, educational, and/or emotional needs of students, in consultation with the HCOL academic advisors.
o Host at least one Honors College Social event during the fall semester.
   o Host a stress-relieving activity during pre-final exam period.

Eligibility:
   o Honors College good academic standing (3.2 GPA).
   o Completed a minimum of one semester within the College.
   o Mentors must be taking courses on campus and reside in the local area (i.e., cannot be planning to study abroad in the fall)
   o Two positive references.

Qualifications:
   o Solid interpersonal skills and a non-judgmental attitude
   o Strong academic skills
   o Desire to contribute to the success of other students
   o Responsible and reliable

Benefits and Remuneration:
   o By contributing your own background experience, knowledge, and skills to the position while working both independently and collaboratively, each Mentor will learn and develop transferrable life skills such as active listening, leadership, interpersonal communication, project and time management, and problem solving.
   o PMs are considered student employees and starting pay is $10.00 per hour.
   o PMs are invited to move into campus early, between 1pm and 4pm, the Wednesday before Move-in.
   o You will make a difference in the lives of your fellow students.

To Apply:

If you are interested in becoming a PM, please submit a completed application by Monday, February 27, 2017 at noon.

You will need to complete the application and secure two references.

2017 Peer Mentor Application Timeline

February 12: Application opens
February 13: Mentor Information Session at 8 PM in the Multi-purpose Room
February 27: DEADLINE: Applications are due at noon.
   By March 4: Selected Applicants will be invited for an interview.
   March 6 – 10: Interviews
   Week of March 12: Final decisions released.

Contact Martha Lance for additional information:
mblance@uvm.edu or 802-656-9103

Please return your completed application packet in person at the Honors College office or submit online to honors.college@uvm.edu by Monday, February 27, 2017. References must be submitted by the application deadline.
Application Checklist:

Application Questions
Letter of Reference 1
Letter or Reference 2
2017 Peer Mentor Application

Campus Contact Information
Name: ____________________________________________

UVM Email: _______________________________________

Cell Phone Number: ________________________________

Anticipated Living Arrangements for Fall 2017: □UHN  □Other: On-Campus □Off-Campus.

General Information
Gender: ________________________________

College/Major: ________________________________

Current Year: □First Year □Sophomore □Junior □Senior

Cumulative G.P.A: __________

Application Questions:
Please answer the following questions typed on a separate sheet of paper and included with your application. Please limit answers to 2-3 paragraphs per question.

1. What specific skills/talents will you bring to the Peer Mentor Program?

2. What do you hope to gain from becoming a Peer Mentor?

3. How do you define leadership?

4. What makes a good Mentor?

5. Are there any additional items we should know about you (clubs, organizations, involvement)?

References:

Please have at least two persons complete the attached reference forms and list their contact information below. Make sure each reference form is sealed in an envelope when you submit it with your application or have your referees email the form to honors.college@uvm.edu.

Reference #1:
Name: ____________________________________________

Relation to Applicant: __________________________________

Phone Number: ________________________________

Reference #2:
Name: 

Relation to Applicant: 

Phone Number: 

Agreement

I understand that the mentor position is a calendar year appointment and that by submitting this application, I agree to perform the duties described in this application if I am selected as a mentor. I verify that the information provided in this application is accurate and understand that a change in my academic standing (a cumulative GPA below 3.2) will affect my ability to continue serving as a mentor.

Signature ________________________________ Date ___________
HONORS COLLEGE PEER MENTOR APPLICATION RECOMMENDATION FORM

Reference 1

Please complete the reference below and return it to the applicant in a sealed envelope or submit online to honors.college@uvm.edu.

Part I: Mentor Position Information for referees.

Peer Mentors (PMs) are leaders within the Honors College community and provide key support and advising for first year students as they navigate the transition from high school to college. Each PM serves a group of approximately 10 to 15 students, clustered according to academic major, during their first year in the Honors College. PMs operate under the supervision of the Student Leadership Coordinator, and work collaboratively to plan programs and to facilitate first-year student academic development. Mentors work closely with the HCOL Academic Advisor and are considered essential partners in the College’s advising efforts.

The search committee is particularly interested in the mentor applicant’s:
   o Ability to communicate effectively
   o Ability to lead
   o General character

Part II. (Filled out by mentor applicant)

Name of Applicant ____________________________________________________________________

I retain my right to read this letter. I waive my right of access to this letter.

Signature __________________________________ Date ____________

Signature __________________________________ Date ____________

Part III. Recommendation Form

Please briefly respond to the following:

1. How long and in what capacity have you known the applicant?

<table>
<thead>
<tr>
<th>The applicant communicates effectively.</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral/N A</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
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</thead>
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<td>The applicant is a positive peer role model.</td>
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<td>The applicant possesses healthy study habits.</td>
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<td>The applicant is well motivated and demonstrates independent thinking.</td>
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<td>The applicant sets goals and achieves them.</td>
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<td>The applicant works well on a team.</td>
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<td>The applicant demonstrates sincere concern for others.</td>
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2. Do you have any reservations about recommending this applicant for a Peer Mentor Position? If so, what?
HONORS COLLEGE PEER MENTOR APPLICATION RECOMMENDATION FORM

Reference 2

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   - General character

Part II. (Filled out by mentor applicant)

Name of Applicant

I retain my right to read this letter. I waive my right of access to this letter.

Signature Date Signature Date

Part III. Recommendation Form

Please briefly respond to the following:

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4. Do you have any reservations about recommending this applicant for a Peer Mentor Position? If so, what?