Dear Honors College Students:

We are hiring 5 Peer Mentors to work with incoming first year students for the entire academic year, 2018 - 2019. 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.

**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 15 students during their first year in the Honors College. PMs operate under the supervision of an academic advisor and work collaboratively to plan programs and to facilitate first-year student academic development. PMs 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 academic year.
* Trainings are generally scheduled on Monday nights from 8 – 9 PM.
* 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
	+ Mentor approximately 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 and attend the mentor/mentee Match-Up Event during opening weekend.
	+ Meet with mentees at minimum of one time per week during the first six weeks of the fall semester.
	+ Assist with spring and fall registration.
	+ Be available to mentees on an as needed basis for advising.
	+ Serve in an ambassadorial and advisory role for prospective Honors College students.
* Collaboration
	+ 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/co-host programs for mentees that will address social, educational, and/or emotional needs of students.
	+ Participate in advising events.

**Eligibility:**

* Remain in Honors College good academic standing (3.2 GPA)
* Mentors must be taking courses on campus and reside in the local area (i.e., cannot be planning to study abroad in the fall)
* Must provide one positive reference as part of the application process

Qualifications:

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

**Benefits and Remuneration:**

* 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.
* PMs are considered student employees.
* PMs are invited to move into campus early, between 1pm and 4pm, the Wednesday before Move-in.
* 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 noon on Thursday, April 26th.

Please return your completed application packet in person at the Honors College office or submit online to Martha Lance at mblance@uvm.edu. References must be submitted by the application deadline.

**Application Checklist:**

Application

Essays

Letter of Reference 1

**2018 Peer Mentor Application**

**Campus Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UVM Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Living Arrangements for Fall 2018: [ ] 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 one person 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 mblance@uvm.edu.

**Reference:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relation to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agreement**

I understand that the mentor position is an academic 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**

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:

* Ability to communicate effectively
* Ability to lead
* 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**

**Recommender’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_**

Please briefly respond to the following:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Neutral/NA | Disagree | Strongly Disagree |
| The applicant communicates effectively. |  |  |  |  |  |
| The applicant is a positive peer role model. |  |  |  |  |  |
| The applicant possesses healthy study habits. |  |  |  |  |  |
| The applicant is well motivated and demonstrates independent thinking. |  |  |  |  |  |
| The applicant sets goals and achieves them. |  |  |  |  |  |
| The applicant works well on a team. |  |  |  |  |  |
| The applicant demonstrates sincere concern for others. |  |  |  |  |  |

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