Texas State PACE MAC Peer Mentor Job Description

Peer Mentoring plays a crucial role in facilitating a successful First Year Experience for incoming Texas State students. The PACE Center is looking to hire Peer Mentors. Each peer mentor hired will be paired with a select Texas State University Seminar class (US1100). Peer Mentors will work closely with US1100 Instructors to achieve the goals of the PACE Center, University Seminar and University College. Peer Mentors must attend all classes and establish a relationship with each student in their assigned class. Each mentor will serve as a role model and will introduce students to the university’s learning campus community, creating a safe and welcoming transition to life as a Bobcat!

Qualifications: For consideration, candidates must possess the following qualifications:

- Minimum Texas State GPA of 3.0
- TXST student for minimum of 1 academic year or 30 hours
- Strong interpersonal skills
- Positive attitude
- An active and involved member of the Texas State Community
- Successful completion of US1100 class preferred
- Must be available to attend a week-long Peer Mentor training held two weeks prior to the beginning of classes
- Students with 60+ hours preferred

Responsibilities: Peer Mentors for US1100 will have the following responsibilities:

- Attend all assigned US1100 classes
- Assist students in interacting with instructors
- Attend a weekly meeting with the PACE Mentoring team
- Meet weekly with US1100 instructor
- Provide one social activity/team-building event per month and encourage Common Experience activities
- Help students become familiar with university resources; advise and refer students to appropriate university resources
- Schedule one on one meetings with mentees per month
- Hold office hours outside of class
- Record observations and submit binder weekly
- Participate in training two weeks prior to the Fall semester and throughout the semester as needed

Compensation:

Peer mentors receive a wage of $10.00/hour and work up to 15 hours a week.

Application Process

Please complete the attached application and submit it to UAC 146. Submit the two reference forms (by faculty or a previous supervisor) along with the application. Following review of all applications, a group interview will be scheduled first for those individuals whose applications pass the screening process. Position will be posted until all vacancies are filled, but please refer to the website for the application deadline.

Questions about the Peer Mentor position or the application process should be directed to:

Victoria Black  peermentoring@txstate.edu  512-245-4591
Texas State PACE MAC Peer Mentor APPLICATION COVER SHEET

Applications are due to Alexis Guerrero in UAC 146. Please be sure to include ALL application materials. Confirm all components of the application by checking them off the following checklist:

Completed Application Packet Includes:
__ Application Cover Sheet
__ Application Form
__ Employment History
__ Short Answer Responses
__ Class Schedule
__ Recommendation Forms sealed in an envelope (can be submitted by recommender)
__ Interview availability

FOR OFFICE USE ONLY

Received by: ___________________________ Date Received: ___________________________
Time Received: _______ GPA: _________ Recommendation forms (2 required) 1. _________ 2. _________
Class Schedule____________________
PERSONAL INFORMATION

Name: ________________________________ TXST ID: ____________________________

Local Address: __________________________________________________________________

Cell Phone #: ______________________ TXST Email: ________________________________

DOB: __________________________

ACADEMIC INFORMATION

Texas State Cumulative GPA: ________ Major: __________________________ Minor: _____________

Classification: ______________________ Expected Graduation Date: _________________

Is there anything that will prevent you from being a full-time student?

No ___

Yes  If yes, please explain: ___________________________________________________________

INVOLVEMENT:

Please list up to five activities/honors; explain any leadership positions you have held within these involvements. (Responses can be submitted on a separate sheet of paper if desired).

1

2

3

4

5
**EMPLOYMENT HISTORY:** Please list previous and current employment history

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>Employer</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Will you be employed (including work-study or internship positions) with an office other than the PACE Center and University College in the next academic year (Fall/Spring)? If yes, Where? How many hours will you be working per week?

|         |          |          |             |
|         |          |          |             |
|         |          |          |             |

**SHORT ANSWER RESPONSES:**

Please answer the following questions in 7-10 sentences each. Please **type** your responses and include them with your completed application on a *separate* piece of paper.

1. Why do you want to be a Peer Mentor?

2. Who was one of your personal mentors and how did he/she make a difference in your life?

3. What are issues you faced as a first-year student and how do you think a Peer Mentor can help in the transition?

By signing this form, I agree I will be available for Peer Mentor training, and understand roles and responsibilities for this position. I authorize, through my signature below, the PACE MAC Selection Committee to obtain information relating to my academic records. I understand that university officials are collecting this data to help determine my suitability and eligibility for the First Year Mentor position. I waive the right to review my recommendation forms and for my reference(s) to release confidential information to the PACE Mentoring Office.

Signature: ___________________________________________ Date: __________________________
Please indicate ALL times that you ARE AVAILABLE for an individual interview for the PACE Peer Mentor position by placing your initials in the appropriate blocks. If you are selected, you will be notified to schedule an interview.

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 - 9:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 - 10:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 - 11:00 a.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 a.m. - Noon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Noon - 1:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 - 2:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 - 3:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 - 4:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 - 5:00 p.m.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Group interviews will be held on April 6, 2018. Please rank your session preference by putting a 1, 2, or N/A (not available) next to the time.

___ 9:00am – 12:00pm
___ 2:00pm – 5:00pm
Texas State PACE Peer Mentor RECOMMENDATION FORM

Name of Applicant: ________________________________________ (please print)

Name of Recommender: ______________________________________ (please print)

Relationship to Applicant: ________________________________

The above named student is applying for a position as a PACE Peer Mentor. PACE Peer Mentors will be assigned to a US1100 course and provide peer assistance during a student’s first year experience. Due to the responsible nature of this position, leadership ability, mature judgment and self-confidence are necessary qualities for a successful candidate to possess. We are looking for an approachable, open-minded and dedicated applicant to represent the PACE Center and University College. We ask you to be candid in your appraisal of the applicant. Recommendations are confidential and applicant has waived their right to review this form.

1.) Please rate the following items.

<table>
<thead>
<tr>
<th></th>
<th>1-Not Observed</th>
<th>2-Poor</th>
<th>3-Fair</th>
<th>4-Good</th>
<th>5-Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness of campus resources</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Approachability</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Ability to represent Texas State with a Positive Attitude</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Ability to work with individuals one-on-one</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Communication Skills</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Decision Making</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

2.) Please Comment on the applicant’s strengths, weaknesses and suitability for the Peer Mentor position. Feel free to write on a separate sheet or use the back of this paper.

Signature: ________________________________ Date: __________________
Job Title/Employer: ________________________________ Phone: __________________
Email: ________________________________

Please return completed form in sealed envelope signed to Alexis Guerrero in UAC 146. If you have any questions feel free to contact at peermentoring@txstate.edu or 512.245.4591.
Name of Applicant: ___________________________________ (please print)

Name of Recommender: _______________________________ (please print)

Relationship to Applicant: ____________________________

The above named student is applying for a position as a PACE Peer Mentor. PACE Peer Mentors will be assigned to a US1100 course and provide peer assistance during a student’s first year experience. Due to the responsible nature of this position, leadership ability, mature judgment and self-confidence are necessary qualities for a successful candidate to possess. We are looking for an approachable, open-minded and dedicated applicant to represent the PACE Center and University College. We ask you to be candid in your appraisal of the applicant. Recommendations are confidential and applicant has waived their right to review this form.

1.) Please rate the following items.

<table>
<thead>
<tr>
<th>Item</th>
<th>1-Not Observed</th>
<th>2-Poor</th>
<th>3-Fair</th>
<th>4-Good</th>
<th>5-Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awareness of campus resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approachability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to represent Texas State with a Positive Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with individuals one-on-one</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decision Making</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.) Please Comment on the applicant’s strengths, weaknesses and suitability for the Peer Mentor position. Feel free to write on a separate sheet or use the back of this paper.

Signature: _____________________________________________ Date: ______________________
Job Title/Employer: ___________________________________ Phone: ______________________
Email: ______________________________________________

Please return completed form in sealed envelope signed to Alexis Guerrero in UAC 146. If you have any questions feel free to contact at peermentoring@txstate.edu or 512.245.4591