Texas State Peer Mentoring Application

Texas State Peer Mentoring plays a crucial role in facilitating a successful first year experience for incoming Texas State students. Peer Mentors are placed in University Seminar (US 1100) classes and work closely with the faculty to achieve the goals of the PACE Center, University College, and University Seminar. Peer Mentors are required to attend all University Seminar classes and establish a positive relationship with each student in their assigned classes. Peer Mentors will serve as role models by introducing first year students to the campus community and helping them transition safely to life as a Bobcat!

**Peer Mentor Responsibilities:**

* Attend all assigned US 1100 classes
* Meet weekly with US1100 faculty
* Attend PACE Mentoring team weekly meeting
* Host 2 - 3 social and academic events per semester and promote Common Experience activities
* Meet with all mentees at least twice a semester
* Hold two hours of office hours to complete administrative duties
* Help students become familiar with university resources and refer as needed
* Assist students in interacting with faculty members
* Log meeting interactions and submit timesheet weekly
* Participate in training in the spring semester and throughout the semester as needed

**Peer Mentor Eligibility:**

* Minimum 3.0 Texas State GPA
* Texas State student for minimum of one academic year or 30 credit hours
* Strong interpersonal skills
* Positive attitude
* Active member of the Texas State community
* Successful completion of US 1100 preferred\*
* 60+ hours completed preferred\*

**Peer Mentors will receive a wage of $10.00/hour and may work up to 15 hours a week**

**Application Requirements:**

* Application form
* Short answer responses
* Interview availability
* Attached resume
* Unofficial transcript
* Two recommendation forms sealed in an envelope (can be submitted by recommender)
	+ At least one recommendation must come from a Texas State faculty or staff member
	+ Recommendations from a relative and/or peer will not be considered

Applications are due to peermentoring@txstate.edu by April 10, 2020. Please make sure to include all application materials. Questions about the Peer Mentor position or application process can be directed to peermentoring@txstate.edu. All interviews will be held virtually due to the recent changes at Texas State University.

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| PERSONAL INFORMATION |

**Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Texas State ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Texas State Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DOB:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Local Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City/State:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Zip:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Study Eligible:** (yes or no) \_\_\_\_\_\_\_\_ **First Generation:** (yes or no) \_\_\_\_\_\_\_\_

**Languages Spoken:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency Contact:** Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**University Employment:** Will you be employed with an office on campus other than the PACE Center or University College in the next academic year? This includes work study or internship positions. If yes, where? How many hours will you be working per week? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ACADEMIC INFORMATION |

**Texas State Cumulative GPA:** \_\_\_\_\_\_\_\_\_\_\_\_ **Classification:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Minor:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected Graduation Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Enrollment Status:** How many hours are you taking this semester? \_\_\_\_\_\_\_\_

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|  SHORT ANSWER QUESTIONS  |

Answer the following questions in 3-4 sentences, typed. Responses can be answered below or on a separate sheet of paper attached to the application.

1. Why do you want to be a Peer Mentor?
2. Who was one of your personal mentors and how did they 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?

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| INTERVIEW AVAIALBLILITY |

Please indicate **all times you are available for an individual interview** by placing your initials in the appropriate blocks. If selected, you will be notified to schedule an interview.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| 8:00 – 9:00 a.m. |  |  |  |  |  |
| 9:00 – 10:00 a.m. |  |  |  |  |  |
| 10:00 – 11:00 a.m. |  |  |  |  |  |
| 11:00 a.m. – Noon |  |  |  |  |  |
| Noon – 1:00 p.m. |  |  |  |  |  |
| 1:00 – 2:00 p.m. |  |  |  |  |  |
| 2:00 – 3:00 p.m. |  |  |  |  |  |
| 3:00 – 4:00 p.m. |  |  |  |  |  |
| 4:00 – 5:00 p.m. |  |  |  |  |  |

By signing this form, I agree I will be available for Peer Mentor training and understand the 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 Peer 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| RECOMMENDATION FORM |

**Name of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Recommender:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Relationship to Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above student is applying for a position as a PACE Peer Mentor. PACE Peer Mentors will be assigned to US 1100 classrooms 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 the applicant has waived their right to review this form.

Please rate the following items.

1-Not Observed 2-Poor 3-Fair 4-Good 5-Excellent

\_\_\_\_ Awareness of campus resources

\_\_\_\_ Approachability

\_\_\_\_ Ability to positively represent Texas State

\_\_\_\_ Ability to work with others one-on-one

\_\_\_\_ Communication skills

\_\_\_\_ Decision making

\_\_\_\_ Group interaction

\_\_\_\_ Leadership skills

\_\_\_\_ Maturity/sense of responsibility

\_\_\_\_ Organization

 \_\_\_\_ Professionalism

 \_\_\_\_ Promptness

 \_\_\_\_ Self-Motivation

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

Please return completed form signed and in a sealed envelope to peermentoring@txstate.edu. If you have any questions feel free to contact peermentoring@txstate.edu.

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title/Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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