OMA Mentoring Program

Office of Multicultural Affairs

Mentoring Program Peer Mentor Application

(Please print and complete the application thoroughly)

BASIC INFORMATION

Full Name (First/ M.I. / Last):		Date	e
Student ID#:	Birth Date (MM/DD):		
Major:	Minor/Concentration (if ap	plicable):	
Number of Credits Completed to Date:			
Class Standing (check one): Freshman	nSophomoreJu	nior	_Senior
Entered WCU as:First-Semester Fresh	nmanTransfer Student	Commuter	_Non-Traditional
Anticipated graduation semester and dat	e:		
Permanent Address:	CONTACT INFORMATION		
Street/Road	City	State	Zip
Street/Road	City	State	Zip
Name of Residence Hall/Apartment/Com	plex & Room Number:		
Telephone Number (Cell Phone)	(Home Phon	e)	
		~)	
WCU E-mail Address*: *To be used for all communications regarding the Peer Me	Personal Email Addre		
*To be used for all communications regarding the Peer Me	entor Program Availability for Interviews	ess:	
*To be used for all communications regarding the Peer Me	entor Program Availability for Interviews In with your application for the ser	ess:	
*To be used for all communications regarding the Peer Me Please attach your class and work schedule alon	Availability for Interviews In with your application for the ser Iterview: of West Chester University permi	nester and list your	preferred times to Academic and
*To be used for all communications regarding the Peer Me lease attach your class and work schedule alon e contacted by our office for a 30-40 minute in hereby grant the Office of Multicultural Affairs	Availability for Interviews In g with your application for the serterview: of West Chester University permiser University prior to hiring and ea	nester and list your ssion to access my A ch serving semester	preferred times to Academic and r as a peer mentor.

Questionnaire

Please complete the questions below legibly or you may attach a separate sheet below with your responses typed.

1.	Briefly explain your interest in serving as a mentor in the OMA Mentoring Program.
2.	Have you ever participated in a mentoring program? If so, describe the level of your participation in the program.
3.	Please list the co-curricular activities in which you are currently involved or previously involved with at West Chester University.
4.	Do you plan to hold any executive board positions and/or any positions in an organization next academic year? If so which position and for which club/organization? Please list all of the commitments (clubs, organizations, committees, familyetc.)
5.	Do you plan to work job another on-campus/off-campus job during the academic year? If so, where do you plan to work and how many hours do you plan to work? Please list all of you work commitments (work PT/FT, internships, and practicum) that you will be involved in for the upcoming academic year.
	What skills, suggestions, and/or contributions would you contribute to the OMA Mentoring Program?
6. wo	Are you willing to make accommodation to come back two weeks early in August perhaps July for training and ork some weekends?

OMA Peer Mentor Application

Please return your completed application to:

Application Deadline: Tuesday, February 2, 2015 by 4:00 p.m.

Querida Lugo
Mentoring Program Coordinator
Associate Director of Multicultural Affairs
Office of Multicultural Affairs, Sykes Student Union, Room 003 (Ground Floor)
Please call 610-436-3273 or email multiculture@wcupa.edu if you have any questions.

Application will **NOT** be considered if the following information is not included: All Completed Application Will Contain:

	Basic & Contact Information Sneet
	Current Resume
	Letter of Recommendation
	Completed Questionnaire
	Sign Application
]	Biography of Yourself
**	Immediate go to Financial Aid and fill out the Federal Work Study
	n due February 12, 2015 (You do not have to be a work study student r the job however you must fill out the form)

WEST CHESTER UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Peer Mentor Job Description

Purpose of the Mentoring Program:

The purpose of the Office of Multicultural Affairs Mentoring Program at West Chester University (WCU) is to assist first-year students of African, Asian, Latino, and Native American (multicultural) descent in making a successful transition to WCU.

The program, which is open to all first-year and transfer multicultural students, aims to empower individual student participants by providing them with a member of WCU's faculty/staff and multicultural student body who will guide, offer information, and support the student throughout his/her initial year of enrollment.

Role of the Peer Mentor:

The Peer Mentor position is a paraprofessional and undergraduate student staff member of the Office of Multicultural Affairs. The Peer Mentor plays a vital role in assisting the Office of Multicultural Affairs in its continuous efforts to administer a comprehensive program that will positively impact first year multicultural students who matriculate at West Chester University. The Peer Mentor leader will fulfill tasks which will enhance the OMA office in its endeavors to foster the educational, career, financial, personal, social, and spiritual development of multicultural students.

Peer Mentor Position Responsibilities & Expectations:

- 1. Attend and actively participate in August summer training activities *mandatory (Peer Mentors cannot serve as Peer Mentors without attending the August training. Peer Mentor must in attendance all days of training). Training is usually the last two weeks of August unless otherwise stated. In addition Peer Mentors must attend professional developments, one-on-ones workshops, and staff meetings to provide updates to the Mentoring Coordinator regarding your assigned mentee group's progress.
- 2. Schedule and conduct weekly meetings with your assigned mentee group to discuss academic and social adjustment at the university, concerns, and successes as well as provide updates and beneficial information.
- 3. Meet one-on-one with your assigned mentees bi-weekly.
- 4. Assist mentees with planning academic and personal goals.
- 5. Attend planned Mentoring Program socials and programs including *The Mentee Welcome* the week before school starts, Involvement Fair, Orientation, and other events that are coordinated by the Mentoring Program Coordinator. (These may be substituted for your bi-weekly mentee group).
- 6. Assist in coordinating the daily operations of the OMA Mentoring Program.
- 7. Assist in the planning, coordinating, implementation, promotion, and evaluation of the OMA Mentoring Program activities and events and various programs sponsored and/or co-sponsored by OMA.
- 8. Assist in the advertising and dissemination of information for various programs sponsored and/or cosponsored by OMA.
- 9. Assist with coordinating all facets of the planning of the Annual Multicultural Awards Programs.
- 10. Disseminate all pertinent information as designated by OMA to the mentees.
- 11. Assist in the training of new student support staff.
- 12. Other duties as assigned.

Peer Mentor Position Qualifications and Requirements:

- 1. Must have earned 24 credits or more by the end of the spring semester. First year students can apply as long as they have 24 credits by the completion of the spring.
- 2. Must possess a minimum of a **2.5 per semester** and <u>cumulative grade point average (GPA)</u> at the time that your application is submitted to OMA. If selected for the position, the Peer Mentor must maintain a **2.5 per semester and a 2.5 cumulative GPA.** Failure to maintain the GPA requirements will result in probation or termination of the Peer Mentor position.
- 3. Must be in good academic and judicial standing at WCU. **Applicants who are currently on academic and/or judicial probation will not be considered.**
- 4. Must be able to keep information CONFIDENTIAL when appropriate!!!!!
- 5. Must possess a positive attitude and an ability to work well with people from all backgrounds.
- 6. Must possess good communication, written, and verbal skills.
- 7. Work a total of **10 hours per week** to include mentee group meetings, one-on-one mentee meetings, office hours, the Peer Mentor staff meeting, one-on-one with the Mentoring Coordinator, assisting with program and events, and other duties as assigned.
- 8. Working in the Multicultural Affairs Office includes answering the telephone, running errands throughout campus, completing assigned office tasks, updating bulletin boards, creating flyers, addressing inappropriate behavior and language in the Multicultural Center by other individuals, assuring that the center stays clean and orderly and other duties as assigned.

Terms of Employment:

- 1. Peer Mentors are required to attend the <u>August training sessions</u> (all training days) and professional development throughout the academic year.
- 2. The Peer Mentor position is expected to be a major priority, second only to course work.
- 3. Peer Mentors must demonstrate the ability to be a consistent and positive role model.
- 4. Peer Mentors will be evaluated through a written evaluation once per semester by their assigned mentee group as well as by the Mentoring Coordinator. The Peer Mentor position is a one year assignment based on the staff member's performance and evaluations.
- 5. Peer Mentors are expected to be role models academically and personally. The Peer Mentor is expected to abide by all local, state, and federal laws, as well as all University rules and regulations. Any Peer Mentor found responsible for <u>violating any aspect of the Student Code of Conduct</u> or and/or local, state, and/or federal laws <u>will be subject to termination from their position</u>.
- 6. Peer Mentors are expected to keep detail accounts of interactions of the mentees via written submitted reports. All reports are due in a timely manner set by the Mentoring Coordinator. Peer Mentors are to be truthful in their reporting, documentation, and interactions. Any Peer Mentor found falsely reporting time will be subject to termination from their position.