



Mentoring Program

Lawrence A. Dowdy Multicultural Center

Mentoring Program Peer Mentor Application

Fall 2017 – Spring 2018

(Please print and complete the application thoroughly)

BASIC INFORMATION

Full Name (First/ M.I. / Last): _____ Date _____

Student ID#: _____ Birth Date (MM/DD/YY): _____

Major: _____ Minor/Concentration (if applicable): _____

Number of Credits Completed to Date: _____ Current GPA: _____ *(must have 2.5 GPA Cumulative when applying)*

Class Standing (check one): ___ Freshman ___ Sophomore ___ Junior ___ Senior

Entered WCU as: ___ First-Semester Freshman ___ Transfer Student ___ Commuter ___ Non-Traditional

Anticipated graduation semester and date: _____

CONTACT INFORMATION

Permanent Address:

Street/Road City State Zip

Housing Status: *(For 2017-2018 Academic Year)* ___ On-Campus Resident ___ Commuter ___ Off-Campus

Local/ Campus Address:

Street/Road City State Zip

Name of Residence Hall/Apartment/Complex & Room Number: _____

Telephone Number (Cell Phone) _____ (Home Phone) _____

WCU E-mail Address*: _____ Personal Email Address: _____

*To be used for all communications regarding the Peer Mentor Program

Availability for Interviews

Please attach your class and work schedule along with your application for the Fall 2017 semester and list your preferred times to be contacted by our office for a 30-40 minute interview:

I hereby grant the Lawrence A. Dowdy Multicultural Center of West Chester University permission to access my Academic and Discipline records (if applicable) at West Chester University prior to hiring and each serving semester as a peer mentor.

I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

Signature

Date

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, family...etc.)

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. Are you willing to make accommodation to come back two weeks early in August perhaps July for training and work some weekends?

OMA Peer Mentor Application

Please return your completed application to:

Application Deadline: Friday, March 31st, 2017 by 4:00 p.m.

Jairo Henao
Mentoring Program Coordinator
Interim Associate Director of Multicultural Affairs
Lawrence A. Dowdy Multicultural Center, 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 Sheet**

_____ **Current Resume**

_____ **Letter of Recommendation**

_____ **Completed Questionnaire**

_____ **Signed Application**

_____ **Biography of Yourself**

_____ ****Immediately go to Financial Aid and fill out the Federal Work Study application!**
(You do not have to be a work study student to apply for 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 co-sponsored 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 **cumulative grade point average (GPA)** 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 **August training sessions (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 **violating any aspect of the Student Code of Conduct** or and/or local, state, and/or federal laws **will be subject to termination from their position**.
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**.