



Mentoring Program

Lawrence A. Dowdy Multicultural Center

Mentoring Program Peer Mentor Application Fall 2018 – Spring 2019

(Please type 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 2.75 GPA Cumulative when applying)*

Class Standing (check one): ___ First-Year ___ Sophomore ___ Junior ___ Senior

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

Anticipated graduation semester and date: _____

CONTACT INFORMATION

Permanent Address:

Street/Road City State Zip

Housing Status: *(For 2018-2019 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 2018 semester and list your preferred times to be contacted by our office for a 45 minute interview:

I hereby grant the Lawrence A. Dowdy Multicultural Center of West Chester University permission to access my Academic and Conduct 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 LDMC 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 another job on-campus/off-campus 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 your work commitments (work PT/FT, internships, and practicum) that you will be involved in for the upcoming academic year.

6. What skills, suggestions, and/or contributions would you contribute to the LDMC Mentoring Program?

7. Are you willing to make accommodations to come back a week early in August for training and work some weekends occasionally?

Peer Mentor Job Description

Purpose of the Mentoring Program:

The purpose of the Lawrence A. Dowdy Multicultural Center Mentoring Program at West Chester University (WCU) is to assist first-year and transfer students of African, Asian, Latino/a, 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 multicultural Peer Mentors who will guide, offer information, and support the student throughout their initial year of enrollment; and provide resources and support from WCU Staff & Faculty.

Role of the Peer Mentor:

The Peer Mentor position is a paraprofessional and undergraduate student staff member of the Lawrence A. Dowdy Multicultural Center. The Peer Mentor plays a vital role in assisting the Multicultural Center in its continuous efforts to administer a comprehensive program that will positively impact first year and transfer multicultural students who matriculate at West Chester University. The Peer Mentor leader will fulfill tasks which will enhance the LDMC 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 a week-long August summer training. **mandatory (Peer Mentors cannot serve as Peer Mentors without attending the August training. Peer Mentors must in attendance all days of training). Training is usually the last week of August prior to the start of the semester 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. Attend and actively participate in training activities and professional developments.
3. 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.
4. Meet one-on-one with your assigned mentees bi-weekly.
5. Assist mentees with planning academic and personal goals.
6. Attend weekly peer mentor staff meetings that will provide updates to the Mentoring Coordinator regarding your assigned mentee group's progress and any updated information.
7. Attend planned conferences, Mentoring Program socials and programs that are also coordinated by the LDMC's Staff including but not limited to - Involvement Fair, Orientation, and other events. (These may be substituted for your bi-weekly mentee group).
8. Assist in coordinating the daily operations of the LDMC Mentoring Program.
9. Assist in the advertising and dissemination of information for various programs sponsored and/or co-sponsored by OMA.
10. Disseminate all pertinent information as designated by LDMC to the mentees.
11. Other duties as assigned including working 2 office hours in the center each week.

Peer Mentor Position Qualifications and Requirements:

1. Must have earned 24 credits or more by the time you submit your application to the LDMC.
2. Must possess a minimum of a **2.75 cumulative grade point average (GPA)** at the time that your application is submitted to the LDMC. If selected for the position, the Peer Mentor must maintain a **2.5 per semester GPA**. Failure to maintain the GPA requirements will result in probation or termination of the Peer Mentor position.
3. Must have prior leadership experience and/or engaged in leadership activities on-campus/off-campus (community service, campus involvement, conference attendance, etc.).
4. Must be in good academic standing at WCU. **Applicants who have any incomplete student conduct sanctions will not be considered.**
5. Must be able to keep information CONFIDENTIAL when appropriate!!!!
6. Must possess a positive attitude and an ability to work well with people from all backgrounds.
7. Must possess good communication, written, and verbal skills.
8. 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.
9. Working in the Multicultural Center includes answering the telephone, running errands throughout campus, participating in college panels, providing college tours, completing assigned office tasks, updating bulletin boards, creating flyers, addressing inappropriate behavior and language in the Multicultural Center by guests, assuring that the center stays clean and orderly and other duties as assigned.

Terms of Employment:

1. Peer Mentors are required to attend a week-long training at the end of **August before the start of the fall semester** and professional development meetings throughout the academic year.
2. The Peer Mentor position is expected to be a **major priority, second only to course work**.
3. The Peer Mentor role is a one-year assignment and are obligated to work both Fall and Spring Semesters at WCU. No positions will be available for only one semester.
4. Peer Mentors must demonstrate the ability to be a consistent and positive role model.
5. 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.
6. 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**.
7. Peer Mentors must dress appropriately in the office at all times.
8. 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**.

Lawrence A. Dowdy Multicultural Center

Peer Mentor Application Checklist

Please return your completed application to:

Application Deadline: Wednesday, April 18th, 2018 by 3:00 p.m.

Jairo Henao, MPA

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 Must Contain:

_____ **Basic & Contact Information Sheet**

_____ **Current Resume & Cover Letter**

_____ **Letter of Recommendation from WCU Faculty or Staff Member**

(Recommendation Letter from Graduate Students will not be accepted)

(Can be emailed to jhenao@wcupa.edu or dropped off in LDMC Secretary)

_____ **Completed Questionnaire**

_____ **Biography of Yourself**

_____ **Signed Application**

_____ ****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)