2017 – 2018 ACCESS Peer Mentor Application Packet

ACCESS Mentoring Program Description:

The ACCESS Mentoring Program is designed to provide students the opportunity to connect with a member of UNT’s faculty and staff as well as a peer mentor. Although most of the students who participate are Emerald Eagle Scholars, this mentoring program is open to all students.

ACCESS Peer Mentor Role:

The Access Peer Mentor position in the Office of Orientation and Transition Programs. ACCESS Peer Mentors mentor a group of 20-30 students in the ACCESS Mentoring Program. ACCESS Peer Mentors also support and facilitate events and programs through the ACCESS Mentoring Program.

ACCESS Peer Mentor Selection Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time &amp; Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, March 22</td>
<td>Applications Available Online</td>
<td><a href="http://transition.unt.edu/mentoring">http://transition.unt.edu/mentoring</a></td>
</tr>
<tr>
<td>Thursday, March 22</td>
<td>Applications Available for Pick Up</td>
<td>University Union, Suite 377</td>
</tr>
<tr>
<td>Wednesday, April 12</td>
<td>Applications Due</td>
<td>5PM, University Union Suite 377</td>
</tr>
<tr>
<td></td>
<td><strong>Applicants must turn in a completed packet and apply online through Eagle Network</strong></td>
<td><strong>All applicants must sign up for a group interview when they turn in their application packet</strong></td>
</tr>
<tr>
<td>Thursday, April 13 – Friday, April 14</td>
<td>Group Interviews</td>
<td>8AM – 5PM; TBD</td>
</tr>
<tr>
<td>Monday, April 17 – Wednesday, April 19</td>
<td>Individual Interviews</td>
<td>8AM – 5PM; TBD</td>
</tr>
<tr>
<td>Friday, April 21</td>
<td>Positions Offered</td>
<td>Email notification and letters available for pick-up in the University Union, Suite 377</td>
</tr>
</tbody>
</table>

Application Deadline: **Wednesday, April 12 by 5:00PM.**

All Applicants must return a completed application packet. Return application packets to the Office of Orientation and Transition Programs| University Union Suite 377

Questions?? Call 940-565-4198 or email Isaiah.Ross@unt.edu

ACCESS Peer Mentor Application Steps

Step 1: Apply through Eagle Careers: **Job #140725 (Non work-study) / # 140478 (work-study)**

Step 2: Fill out and complete Application Packet

Step 3: Turn in Application Packet to Office of Orientation and Transition Programs

Step 4: Participate in ACCESS Peer Mentor Group Interview
Responsibilities and Expectations

Please read the information below to determine if you meet, and will be able to complete, all the requirements of the position.

Job Description:

- Host programs and events for students in the ACCESS Mentoring Program
- Support a group of students through on-going, group and/or one-on-one meetings
- Appropriately respond to student questions, concerns, or problems
- Serve as a referral for student services should a new student have a problem
- Submit regular reports and attend peer mentor staff meetings
- Connect with new students using social media
- Serve as a positive role model
- Attend all training sessions
- Additional duties could be assigned as requested by the peer mentor program

Essential Qualifications:

- Peer Mentors must have a 2.75 cumulative grade point average
- Good academic and disciplinary standing with the University
- Current UNT undergraduate student who will be enrolled full time in fall 2017 semester
- Strong interpersonal and communication skills

Ideal Skills and Abilities:

- Be an excellent team player and representative of UNT
- Be an effective and clear communicator with new students
- Be familiar with UNT resources, services, and departments
- Be an effective and positive role model for other students on campus
- Be friendly and engaging
- Be comfortable speaking in front of groups and one-on-one with students

Time Commitment:

- Between 8-10 hours per week including office hours, meetings with students, mentoring program events, and peer mentor meetings
- Be willing to make a one academic year commitment to the ACCESS Mentoring Program
- Mentors will be required to attend both the Centralized Peer Mentor Training and program specific training

Compensation:

- $7.25 per hour
- Staff Apparel and Staff Supplies

The University of North Texas is an Equal Opportunity/Affirmative Action Employer.
Interview Process

**Group Interviews:**

All candidates who meet the minimum position qualifications will be invited to group interview. Applicants should sign up for a group interview when they submit their official application to the Office of Orientation and Transition Programs (Union 377). The group interview will consist of different activities designed to see how applicants work in a group setting. After the group interviews, candidates will receive an email notification of their status in the interview process.

The recommended attire for the interview process is **Casual**.

**Individual Interviews:**

Qualified candidates will be invited to the individual interview. Applicants will receive an email notification if they have advanced to the individual interview and have the opportunity to sign up for the interview. The interview will be a traditional formal interview, where the applicant will have the opportunity to talk through their experiences and interests related to the position as well as express a little more about themselves.

The recommend attire for the interview process is **Business Casual**.

**Suggestions:**

In the interviews, be yourself! Don’t assume that the staff are only looking for a certain type of person to make up the ACCESS Peer Mentor group. Be you and not who you think the staff want to see!

Ultimately, the staff is looking for students who are passionate about UNT and want to share that passion and knowledge with your future mentees.

### 2017 Training Schedule & Mandatory Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time &amp; Location</th>
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<tbody>
<tr>
<td>August 14 – August 18</td>
<td>Peer Mentor Training Week</td>
<td>8AM – 5PM; TBD</td>
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<tr>
<td>August 20 – August 27</td>
<td>First Flight Week</td>
<td>8AM – 5PM; TBD</td>
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<tr>
<td>September 1</td>
<td>Mentor Meet Up</td>
<td>TBD</td>
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<tr>
<td>September 4</td>
<td>ACCESS Kickoff</td>
<td>TBD</td>
</tr>
<tr>
<td>N/A</td>
<td>Monthly Major Programs</td>
<td>TBD</td>
</tr>
<tr>
<td>September 8</td>
<td>Weekly Staff Meeting</td>
<td>2PM; TBD</td>
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Please type or print clearly

Name: ____________________________ UNT ID#: ____________________________

Local Address: ____________________________________________________________

City/State/Zip: ____________________________________________________________

Home Address: ____________________________________________________________

City/State/Zip: ____________________________________________________________

Local/Campus Phone: ______________ Home Phone: __________________________

Cell Phone: ______________________

Email Address: ____________________________

Hometown: ________________________________

________________________________________

Educational & UNT Information

Classification: Freshman | Sophomore | Junior | Senior

Number of Semesters at UNT: ________________________________

Major(s): __________________________ Minor(s): __________________________

Anticipated Graduation Month and Year: ________________ GPA: __________

Check all that apply: ☐ Transfer Student ☐ Student Athlete ☐ Eagle Emerald Scholar
☐ Honors College Student ☐ Returning ACCESS Peer Mentor

Interests and Activities

Career interests and goals:

Campus Organizations and service involvement (please indicate officer positions held):

1.

2.

3.

4.
1. Please rate yourself on the following qualities:

(1= need improvements; 3= average; 5= superior)

<table>
<thead>
<tr>
<th>Quality</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Demonstrate small group leadership skills</td>
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<tr>
<td>Comfortable working with diverse student populations</td>
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<tr>
<td>Maintaining a positive attitude</td>
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<tr>
<td>Comfortable leading a group of peers</td>
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<tr>
<td>Respected by colleagues and peers</td>
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<tr>
<td>Work well with members of a team</td>
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<tr>
<td>Ability to manage conflict</td>
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<tr>
<td>Provide timely feedback regarding concerns/improvements</td>
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<tr>
<td>Approach challenges optimistically</td>
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<tr>
<td>Ability to manage stress</td>
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<tr>
<td>Timeliness (work, tasks, etc.)</td>
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<tr>
<td>Overall work ethic</td>
<td></td>
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<tr>
<td>Ability to problem solve</td>
<td></td>
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<tr>
<td>Communication skills</td>
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<tr>
<td>Ability to respect other’s ideas and opinions</td>
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<tr>
<td>Knowledge of UNT resources and departments</td>
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<tr>
<td>Ability to manage stress</td>
<td></td>
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<tr>
<td>Ability to respect others’ ideas and opinions</td>
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<tr>
<td>Ability to serve as a role model</td>
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<tr>
<td>Overall rating as a peer mentor</td>
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2. Please respond to the following question on a separate piece of paper. Please type and limit your total response to no more than one page.

In your own words, how would you plan to keep your mentees engaged in the ACCESS Mentoring Program?
ACCESS Peer Mentor Application

References:

You are required to submit the name and contact information for two people who are willing to serve as a reference for your application. Once reference must be a former supervisor, through paid or non-paid experience. The other reference must come from a faculty or staff member of the University of North Texas (not RAs, PAs, or graduate assistants). If you are a first year student, you may list community college or high school personnel.

Reference 1 (Former Supervisor)
Name: _________________________  Title: __________________________
Phone Number: _________________________  Email: ________________________

Reference 2 (UNT Faculty or Staff Member)
Name: ___________________________  Title: __________________________
Phone Number: _________________________  Email: ________________________

I have read and understand the attached responsibilities, requirements, and time commitments. I certify that the information herein is accurate to the best of my knowledge. You have my permission to verify my grade point average and disciplinary standing at the time of application and at the end of the spring 2017 semester.

______________________________________________________
Signature of Applicant                  Date

I have completed my Eagle Network application for the Peer Mentor position (job posting # 140478)

______________________________________________________
Signature of Applicant                  Date

Questions should be directed to Isaiah Ross, Coordinator for Mentoring and Class Identity Programs, at Isaiah.Ross@unt.edu