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>
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<tbody>
<tr>
<td>Monday, March 19</td>
<td>Applications Available Online</td>
<td><a href="http://transition.unt.edu/mentoring">http://transition.unt.edu/mentoring</a></td>
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<tr>
<td>Monday, March 19</td>
<td>Applications Available for Pick Up</td>
<td>University Union, Suite 377</td>
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<tr>
<td>Monday, April 9th</td>
<td>Applications Due</td>
<td>5PM, University Union Suite 377</td>
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<td></td>
<td>**Applicants must turn in a completed packet and apply online through Handshake</td>
<td>**All applicants must sign up for a group interview when they turn in their application packet</td>
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<tr>
<td>Thursday, April 12 - Friday, April 13</td>
<td>Group Interviews</td>
<td>1PM - 5PM; TBD</td>
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<tr>
<td>Tuesday, April 16 - Friday, April 20</td>
<td>Individual Interviews</td>
<td>8AM - 5PM; TBD</td>
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<tr>
<td>Monday, April 23</td>
<td>Positions Offered</td>
<td>Email notification</td>
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</tbody>
</table>

Application Deadline: Monday, April 9 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 940-369-6222 or email Isaiah.Ross@unt.edu

ACCESS Peer Mentor Application Steps

Step 1: Apply through Handshake: Job #1398309
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 and Individual Interview
ACCESS Peer Mentor Application

Student Information
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
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 2019 semester.

____________________________________________________
Signature of Applicant Date

I have completed my Handshake application for the Peer Mentor position (job posting # 1398309)

____________________________________________________
Signature of Applicant Date

Questions should be directed to Isaiah Ross, Coordinator for Mentoring and Transition Programs at isaiah.ross@unt.edu
ACCESS Peer Mentor Application

Please rate yourself on the following qualities:
(1= need improvements; 3= average; 5= superior)

<table>
<thead>
<tr>
<th>Quality</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Demonstrate small group leadership skills</td>
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<td>Comfortable working with diverse student populations</td>
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<td>Maintaining a positive attitude</td>
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<td>Comfortable leading a group of peers</td>
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<td>Respected by colleagues and peers</td>
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<td>Work well with members of a team</td>
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<td>Ability to manage conflict</td>
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<td>Provide timely feedback regarding concerns/improvements</td>
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<td>Approach challenges optimistically</td>
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<td>Ability to manage stress</td>
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<td>Timeliness (work, tasks, etc.)</td>
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<td>Overall work ethic</td>
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<td>Ability to problem solve</td>
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<td>Communication skills</td>
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<td>Ability to respect other’s ideas and opinions</td>
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<td>Knowledge of UNT resources and departments</td>
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<td>Ability to manage stress</td>
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<td>Ability to serve as a role model</td>
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<td>Overall rating as a peer mentor</td>
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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:

- Support a group of students through on-going, group and/or one-on-one meetings
- Submit regular reports and monthly engagement plans for mentee interactions
- Appropriately respond to student questions, concerns, or problems
- Serve as a referral for student services should a new student have a problem
- Attend peer mentor bi-weekly staff workshops
- 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:

- $7.50 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.

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<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time &amp; Location</th>
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</thead>
<tbody>
<tr>
<td>August 13 – August 17</td>
<td>Peer Mentor Training Week</td>
<td>8AM – 5PM; TBD</td>
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<tr>
<td>August 20 – August 24</td>
<td>First Flight Week</td>
<td>8AM – 5PM; TBD</td>
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<tr>
<td>September 7-8</td>
<td>OTP All Student Staff Retreat</td>
<td>TBD</td>
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<tr>
<td>N/A (Fridays)</td>
<td>Bi-weekly Staff Meeting</td>
<td>2PM; TBD</td>
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<tr>
<td>N/A</td>
<td>Monthly Major Programs</td>
<td>TBD</td>
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</tbody>
</table>