Peer Mentors introduce new students to the university’s community, create a comfortable and safe environment in which entering students can individually and collectively “find their feet,” and provide new students with the tools and knowledge they need to start their college career. The Office of Student Success is committed to hiring diverse and highly-motivated students who want to serve as positive role models for citizen leadership in the Longwood community.

**Summer Team Peer Mentor Position Description**

Peer Mentors serve in a critical role for new students and their families during Summer Orientation programs. Summer Team will be comprised of approximately 25-30 Peer Mentors who will work all Orientation sessions. Peer Mentors are responsible for attending all trainings including attending a week-long training prior to the June Orientation sessions. The team will live together in campus housing and will be provided with a meal plan. Then, they will become part of Fall Team and execute all trainings and job responsibilities of the Fall Team.

**Fall Team Peer Mentor Position Description**

Approximately 35 Peer Mentors will be appointed to only Fall Team and will be joined by Summer Team in August (60-65 Peer Mentors total). This team will work the 1839 Experience, New Lancer Days and mentor with a Student Success Coach incoming students during the fall semester. Peer Mentors will help students learn about the wealth of co-curricular programs and support services available; begin to develop strategies and approaches for managing time, studying, and decision making; and be introduced to the spirit of inquiry in our intellectual community. Peer Mentors are responsible for attending all trainings including a week-long training prior to New Lancer Days. Team members will be asked to attend meetings during the fall semester with their Lead Peer Mentor and communicate regularly with the Student Success Coach.

**Responsibilities for Peer Mentors (Additional duties may be assigned in conjunction with the mission of the Peer Mentor program)**

- Serve as a role model exhibiting enthusiasm, motivation, and involvement; learn to adapt to change and actively solve problems.
- Exercise good judgment, represent the university in a professional manner, and uphold institutional standards, including the Honor Code. Consumption of alcohol and entertaining visitors are prohibited during work hours.
- Attend and fully participate in all training sessions. Attend and engage in all meetings with your Student Success Coach, Lead Peer Mentor, AND with your Coaching group during the fall semester.
- Share your Longwood experiences with new students and guests and help them understand the importance of academics and the value of a co-curricular experience. Foster a sense of community and trust by modeling appropriate risk-taking and self-disclosure. Foster an inclusive environment that is open to all points of view.
- Maintain consistent and timely correspondence with new students during the 1839 Experience prior to move-in and New Lancer Days.
- Contribute to the selection and facilitation of topical programs (e.g. using DegreeWorks, time management, alcohol, relationships, transition, etc.) for New Lancer Days, and with your Student Success Coach.
- Plan activities and outreach events for your group utilizing a $150 budget. Keep your Student Success Coach informed about developments and activities of the group.
- Collaborate with other Peer Mentors, RAs, faculty and staff to enhance the new student experience. Enhance your knowledge of University resources (e.g. Health & Wellness Center, CAPS, Academic Success, etc.).

**Qualifications**

- Be a full-time Longwood student; have a 2.5 cumulative grade point average or higher; and be in good standing with the University, including having no active judicial/honor sanctions.
- Have completed one full semester at Longwood (current first year students are eligible!).
- Be willing to learn general knowledge about Longwood and University resources and follow appropriate protocols.
- Be involved in Longwood’s academic and co-curricular programs.
Compensation

• Up to $750 for the semester; this includes the 1839 Experience, Fall team training, New Lancer Days, and mentorship throughout the fall semester.
• Develop invaluable leadership skills working with small and large groups and a variety of individuals.
• Develop a professional relationship with a faculty and/or staff mentor.

Additionally, Summer Team’s compensation is:

• Up to $900 for all Summer Orientation programs.
• Develop invaluable leadership skills working with small and large groups and a variety of individuals.
• Receive meals and housing free during training and summer Orientation programs.

Applicant Eligibility

• THESE GROUPS ARE NOT ELIGIBLE: Resident Assistants, Desk Aids and Resident Technology Associates (RTA’s). This policy may apply to other campus groups who have required commitments during Peer Mentor training and New Lancer Days. Peer Mentors will not be excused from Peer Mentor Training or New Lancer Days to attend trainings for other campus groups. The Office of Student Success reserves the right to hire or dismiss a Peer Mentor based on his or her ability to participate in training and New Lancer Days. Please talk to the Office of Student Success staff if you have questions.
• Students registering for in-person Summer Session I courses ARE NOT ELIGIBLE for the Summer Team but are still eligible to apply for the Fall Team. Online classes are also permissible.
• Eligibility to serve as a Peer Mentor is also dependent on your ability to attend all dates specified below.

Dates of Commitment

• Training on the 1839 Experience and introduction to Peer Mentor expectations. Trainings will be offered multiple times in April. You will need to attend one session.
• 1839 Experience: Peer Mentors send weekly e-mails and interact on Canvas with incoming students. One-to-two hour per week commitment in August completed online from home and later on campus during Fall Team Training.
• Fall Team Training: Sunday-Wednesday, August 16 – 19 (Move in and begin training on Sunday, August 16).
• New Lancer Days: August 20 – 23.
• Attend all First Year Coaching Group meetings with your students (August – November).
• Attend Peer Mentor meetings (August-November).

Additionally, Summer Team is required to attend:

• Summer Team Training: June 7 – June 12 (housing & meals provided). Move in on Sunday, June 7 and begin training on June 8. Move out on Sunday, June 21, 2020.
• June Orientation Programs: June 13, June 15, June 16, June 19 and June 20, 2020.
• Late Summer Orientation: Saturday, July 25, 2020.

Selection Process

• Final applications are due to Office of Student Success by midnight on Sunday, February 16, 2020. Applications can be emailed to firstyear@longwood.edu but you are highly encourages you to submit your application in person.
• Invitations to interview will be extended via email no later than Friday, March 6, 2020.
• Selection Day from 8:30am-Noon on Saturday, March 14, 2020.
• Applicants will be notified of selection via email on or before Monday, March 23, 2020.

Please Note: The applicant is responsible for meeting all deadlines & reserving all potential training and interview dates. It is imperative you contact the Office of Student Success immediately if you are unable to make a commitment related to the selection process. Academic obligations/emergency circumstances are the only excuses for missing Selection Day on Saturday, March 14.
### 2020 New Peer Mentor Application

| **Name** (first, middle, last) |  |
| **Longwood ID #** |  |
| **Residence Hall and Room or Local Address** |  |
| **Campus Mailbox #** |  |
| **Cell Phone #** |  |
| **E-mail Address** |  |
| **Permanent Address (street, city, state, zip code)** |  |
| **T-Shirt Size** |  |
| **Cumulative GPA (min. of 2.5 required)** |  |
| **Circle Current Class Year** | *Freshman* | *Sophomore* | *Junior* | *Senior* |
| **Major** (minor if applicable) |  |

PLEASE READ THE FOLLOWING STATEMENT AND SIGN BELOW

I have read and understand the qualifications, time commitments, compensation, and job expectations for the Peer Mentor position. I acknowledge that the information contained in this application is factual and is a realistic assessment of my abilities. I understand falsification of information on this application may result in my dismissal from the Peer Mentor selection process and Honor Board charges. I authorize the Office of Student Success to verify my grade point average and my disciplinary record.

Signature: ______________________________________________   Date: _____________________

WITH YOUR APPLICATION PLEASE SUBMIT THE FOLLOWING: Please include a resume detailing your education, employment, campus activities, and/or community service involvements. Indicate leadership positions where applicable.

PLEASE TYPE YOUR RESPONSES TO THE FOLLOWING QUESTIONS ON A SEPARATE SHEET OF PAPER. YOUR RESPONSES SHOULD NOT EXCEED THREE TOTAL PAGES. *Use of material previously submitted for this position is a direct violation of the Longwood University Honor Code and will result in elimination from the selection process.*

1) What are your personal interests and/or hobbies? Is there a particular subject or activity you are passionate about? Please describe your interests and what inspires you.

2) What are your greatest strengths? How will you use these as a Peer Mentor? Likewise, what do you consider your weaknesses and how do you think being a Peer Mentor will help overcome these weaknesses?

3) You are approached on Brock Commons by a prospective student and his family who are making a final tour of colleges. They ask you about the available resources to aid in the transition to college. How would you answer this question while calming the fears of both the student and his family?

4) Using your knowledge of issues first year students face, what materials, activities or programs would you plan to help your students make the transition to college?

**Extra credit: Aside from your strengths and weaknesses, what makes you the best candidate for the Peer Mentor team?**

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PLEASE CHECK ONLY ONE *(application will be invalid if one is not chosen):*

- **SUMMER TEAM** *(ALL Orientation Programs, the 1839 Experience, New Lancer Days, Fall Semester)*
- **FALL TEAM** *(1839 Experience, New Lancer Days and the Fall Semester)*

*Please Note: If you mark “Summer Team” and are not selected, you may still be offered a position on the Fall Team.*
References

Please provide three references that can attest to your character, responsibility and leadership abilities. Ideally, these references should be able to provide information about you on personal, professional, and/or academic qualifications. Recommendations letters are not needed. *A personal reference is someone who can speak to your character and personality. A professional reference is someone who can confirm your employment or leadership qualifications.

*Personal Reference Information:

Name (Print): __________________________________________________________
Title/Position: __________________________________________________________
Organization: __________________________________________________________
Email: __________________________________________________________
Office Phone: __________________________________________________________
Relationship: __________________________________________________________

*Professional Reference Information:

Name (Print): __________________________________________________________
Title/Position: __________________________________________________________
Organization: __________________________________________________________
Email: __________________________________________________________
Office Phone: __________________________________________________________
Relationship: __________________________________________________________

Academic (Professor, Advisor) Reference Information:

Name (Print): __________________________________________________________
Title/Position: __________________________________________________________
Organization: __________________________________________________________
Email: __________________________________________________________
Office Phone: __________________________________________________________
Relationship: __________________________________________________________

Please note: Immediate family members and current staff of the Office of Student Success are not suitable references.