

## Peer Mentor Position Description

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 them 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. There are two teams: summer & fall team, who assists with summer orientation, 1839, Freshmen Move-In, New Lancer Days, and fall coaching groups, and fall team, who assists with 1839, Freshmen Move-In, New Lancer Days and fall coaching groups.

### Summer & Fall Team

Summer Orientation  
The 1839 Experience  
Freshmen Move-In  
New Lancer Days  
Fall Coaching Groups

### Fall Team only

The 1839 Experience  
Freshmen Move-In  
New Lancer Days  
Fall Coaching Groups

### 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.
- Be willing to learn knowledge about Longwood and University resources and follow appropriate protocols.
- Be involved in Longwood's academic and co-curricular programs.

### Applicant Eligibility

- Any student cannot have more than two on-campus jobs, regardless of number of hours of those two positions. Peer Mentors are required to attend all Peer Mentor trainings and programs. Resident Assistants, Desk Aids and Student Support Technicians (SSTs) are not eligible to serve as Peer Mentors as there are conflicts with training and opening responsibilities. This policy may apply to other campus groups who have required commitments during Peer Mentor training and New Lancer Days. 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 Summer Team but are still eligible to apply for the Fall Team. Online classes are permissible.
- Eligibility to serve as a Peer Mentor is dependent on your ability to attend all dates of commitment specified.

### Responsibilities for Peer Mentors

- 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.
- Attend and fully participate in all training sessions. Attend and engage in all meetings with your Student Success Coach 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 time of employment.
- 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.*).

## **Compensation/Wages**

- You will earn \$12.00/hour for all training and programming.
- 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.
- Housing and (some) meals will be provided during summer team training and summer orientation.
- Early move-in for the fall semester and (some) meals provided during fall team training, move-in, and New Lancer Days

## **Dates of Commitment**

- Training introduction to Peer Mentor expectations in April.
- Peer Mentors send weekly e-mails and interact on Canvas with incoming students. One-to-two hour per week commitment beginning in August completed online from home and later on campus during training.
- Fall Team Training: Approx. four days ahead of New Student Move-In. You may also be required to partake in two-to-eight hours of online-training ahead of arriving to campus.
- Freshmen Move-in: August 16 & 17, 2023
- New Lancer Days: August 17-20, 2023
- Attend all First Year Coaching Group meetings with your students (August – November).

## **Summer Team is required to attend:**

- Summer team move in and Orientation training July 10-14, 2023
- Summer Orientation programs July 17-21, 2023

## **Selection Process**

- Applications due: February 20, 2023, 8:00 a.m.
- Applications should be emailed to: [firstyear@longwood.edu](mailto:firstyear@longwood.edu). Should you have difficulties emailing your application, please call our office at 434.395.2414 and leave a message or text a message to 434.298.7554.
- Notification for Interview (via your Longwood email): by March 17, 2023
- Interview dates: TBD
- Selection Notification (via your Longwood email) no later than: April 7, 2023
- You are responsible for meeting all deadlines and reserving all potential training and interview dates. You need to contact the Office of Student Success immediately if you are unable to make a commitment related to the selection process. Academic obligations and emergency circumstances are the only justifiable explanations for missing your interview.

## New Peer Mentor Application

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Longwood ID Number \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Longwood Email Address: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Applying for: *(Please Check One)* \_\_\_\_\_ Summer & Fall Team \_\_\_\_\_ Fall Team only

If hired, what tee shirt size would you like? The tee shirts are unisex sizes.

\_\_\_ Small \_\_\_ Medium \_\_\_ Large \_\_\_ 1XL \_\_\_ 2XL \_\_\_ 3XL \_\_\_ 4XL

## Application Questions and Resume

1. Please include a resume detailing your education, employment, campus activities, and/or community service involvements. Indicate leadership positions where applicable.
2. 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.
3. 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?
4. 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?
5. If you are selected as a peer mentor, you will be assigned a coach and a coaching group. 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? Use the academic calendar below to create a timeline for your coaching group for the fall of 2022. Your timeline should run September 1 – November 30, 2022. Please include how often you will meet with your group and well as topics for discussion, activities, etc. You are not limited to just these events. Please add any other events/activities that you would like your group to attend.

<http://www.longwood.edu/media/academic-affairs/public-site/ACADEMIC-CALENDAR-2022-2023.pdf>

Other Important Dates:

Involvement Fair –September 1

Family Weekend September 16-17

Color Wars September 30

Oktoberfest- October 1

**Personal Reference Information** (*A personal reference is someone who can speak to your character and personality. Do not use a family member as a personal reference*)

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Professional Reference Information** (*A professional reference is someone who can confirm your employment or leadership qualifications*) You may not use Dr. Emily Heady, Dr. Jennifer Green, Laura Black, Larry Robertson or Caroline Gibbs as your professional reference.

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Academic Reference Information** (*This must be a Professor or your Advisor*)

Name (Print): \_\_\_\_\_

Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

I have read and understand the qualifications, time commitments, hourly wage, 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 that falsification of information on this application may result in my dismissal from the 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:** \_\_\_\_\_