



2021 Peer Mentor Description and Application

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. 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 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 \$8.00/hour for the fall semester; this includes the 1839 Experience, fall team training, Freshmen Move-in, New Lancer Days, Coaching Group participation 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:

- You will earn \$10.50/hour for all summer Orientations, programs, and training.
- Develop invaluable leadership skills working with small and large groups and a variety of individuals.
- Receive free housing and meals during training and summer Orientation programs.

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 beginning in August completed online from home and later on campus during training.
- Fall Team Training: Approx. 5-7 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 18-19, 2021
- New Lancer Days: August 19-22, 2021
- Attend all First Year Coaching Group meetings with your students (August – November).
- Attend Peer Mentor meetings (August-November).

Summer & Fall Team is required to attend:

- Summer team move in, training, and June Orientation programs: TBD. Approx. 2-3 weeks in June.
- July Orientation Programs: TBD. Approx. 1 week in late July.

Selection Process

- Applications due: February 14, 2021, 12:00 midnight
- Applications should be emailed to: 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): March 5, 2021
- Interview dates: TBD
- Selection Notification (via your Longwood email) no later than: April 2, 2021

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: _____

Residence Hall and Room _____

Permanent Address: _____

City

State

Zip

Longwood ID Number _____

Campus Mailbox # _____

Cell Phone Number: _____

Longwood Email Address: _____

Graduation Year: _____

Major: _____ Minor: _____

Applying for: *Please Circle One*

Summer & Fall Team

Fall Team only

Application Questions and Resume

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?
5. Please include a resume detailing your education, employment, campus activities, and/or community service involvements. Indicate leadership positions where applicable.
6. Extra credit: Aside from your strengths and weaknesses, what makes you the best candidate for the Peer Mentor team?

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*)

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:** _____