

University 100/150 Peer Advisor Application

APPLICATION DUE:
WEDNESDAY, DECEMBER 3,
2014
4:00PM

**LETTER OF RECOMMENDATION
DUE:**
WEDNESDAY, JANUARY 21,
2015
4:00 PM



FOR MORE INFORMATION, PLEASE CONTACT:
AYSHA PUHL
ASSISTANT DIRECTOR, STUDENT LEADERSHIP PROGRAMS
CENTER FOR ACADEMIC ADVISING, RETENTION & TRANSITIONS
APUHL@GMU.EDU
703-993-8477
TRANSITIONS.GMU.EDU



LETTER TO PROSPECTIVE PEER ADVISORS

Dear Prospective Peer Advisors,

We are delighted that you are interested in becoming a University 100 or 150 Peer Advisor (PA)! Peer Advisors (PAs) play a crucial role in helping new students succeed at George Mason University. As a new PA, you will have the wonderful opportunity to assist new Patriots with both their academic and social transition to college.

Current PAs describe the PA role as a fulfilling opportunity to help new students while growing personally and professionally as a student leader. The Peer Advisors are a great community of students and develop long lasting friendships. PAs have the opportunity to gain skills and experiences such as:

- Developing Presentations
- Teaching
- Public Speaking
- Leadership Skills
- Event Management
- Counseling and Advising
- Teambuilding
- Networking & Have Fun!

The Center for Academic Advising, Retention & Transitions (CAART) is currently hiring Peer Advisors for February 2015-February 2016. PAs will attend staff meetings, assist CAART with events, and attend an overnight retreat in the spring 2015 semester. PAs will co-teach University 100 or 150 in the Fall 2015 semester with a Mason Faculty member, plan and participate in CAART activities and programs, and provide valuable opportunities for learning, goal setting, and growth to the Mason student community. There are also opportunities for PAs to teach yearlong and spring 2016 sections.

The CAART will offer over 40 sections of University 100 for the 2015-2016 academic year. Among those sections, we offer general sections as well as a variety of *special sections*, including:

- Living Learning Communities (University 150)
- Project Peak: Outdoor Extended Orientation
- College of Humanities & Social Sciences
- College of Health & Human Services
- School of Business
- Athletes
- Science, Technology, Engineering & Math (STEM)
- Off-Campus
- Out of State
- INTO Mason

We encourage you to consider teaching one of our special sections of University 100/150 as you complete your application.

Because of the important role of the PA, we are interested in attracting students who have a strong academic background, are interested in assisting freshmen students with their transition to college, and are committed to George Mason University and student success. Specifically we are looking for applicants who:

- Demonstrate excellent interpersonal communication, public speaking, and listening skills
- Take initiative and display leadership skills
- Are interested in being a positive role model while helping new students in their transition to college
- Show a positive attitude, flexibility, the willingness to have fun, and have a desire to learn
- Work as a team with other Peer Advisors

We hope that you will take the opportunity to explore the possibility of becoming involved in this challenging and rewarding leadership experience. We look forward to meeting you! If you have any questions about the position, don't hesitate to stop by and see us: SUB I, 3600.

Sincerely,

Sage Janulis, Peer Program Coordinator – Recruitment & Selection

Alexis Thornton, Peer Program Coordinator – Recruitment & Selection

Aysha Puhl, Assistant Director, Student Leadership Programs

MARK YOUR CALENDARS – IMPORTANT DATES

2014-2015

Application Due

Wednesday, December 3, 2014 4:00pm

Please return your completed application to: Center for Academic Advising, Retention & Transitions
Student Union Building I (SUB I) Room 3600

After turning in a completed application to the CAART, each applicant must sign-up for a group interview.

Interview Attire: Applicants should wear business casual attire for interviews.

Group Interviews: January 2015

1 hour

Wednesday, January 21 – Friday, January 23

Please note group interview spots are first-come, first served.

The sooner you submit your application, the sooner you can select your group interview time.

After group interviews, select applicants will be invited to attend an individual interview.

Individual Interviews: January 2015

(By Invitation Only)

30 minutes

Monday, January 26- Thursday, January 29

Letter of Recommendation Due

Wednesday, January 21, 2015 4:00pm

Applicants or their recommenders may submit letters of recommendation via:

Mail: Aysha Puhl, Transition Resource Center, 4400 University Drive, MS2C4 Fairfax, VA 22030

In Person: CAART, SUB I, 3600

FINAL NOTIFICATION: Friday, January 30

RESPONSE REQUIRED BY: Wednesday, February 4

TRAINING CLASS BEGINS: Friday, February 6

2015 Mandatory Training Dates

Training Course: Spring 2015

University 330: Peer Leadership Training Course

Meets weekly from 8:30am-12:00pm

Friday, February 6, 2015 – Friday, May 1, 2015

Weekend Training Retreat

Camp Horizons,

Harrisonburg, Virginia

Saturday, March 28 – Sunday, March 29, 2015

Transportation, lodging, and food will be provided.

Spring 2015 Monthly Staff Meetings

7:30pm on Tuesdays: February 10, March 27, April 14

Spring 2015 PA Training Workshop

May 5, 2015 10am-2pm

PEER ADVISOR JOB DESCRIPTION

New Peer Advisors (PAs) serve a minimum **two semester term** with the opportunity to reapply in future semesters. Detailed requirements are outlined below.

Spring 2015: Immediately following PA selection, new PAs will take University 330: Peer Leadership (PAs) in the Spring 2015 semester. All PAs are required to attend the spring retreat in March, monthly PA meetings, and assist the CAART with events (additional details below).

Fall 2015: PAs that successfully complete University 330 will be assigned to teach a University 100/150 course in the Fall 2015 semester. Additional fall commitments including meetings and programming are detailed below.

Spring 2016: The PA term will end in February of 2016 following PA recruitment. PAs who wish to return for the 2016-2017 year will submit a returning PA packet.

PEER ADVISOR UNIVERSITY 100/150 TEACHING EXPECTATIONS

- Co-teach University 100/150 with a Faculty member; attend all University 100/150 section meetings.
- Meet weekly with University 100/150 Faculty in person.
- Facilitate class discussion, contribute to lesson planning & preparation.
- Assist Faculty with administrative tasks: class speakers, activities, advise on grading, track attendance, journals, etc.
- Address specific student concerns, in and out of class (e-mails, phone, meetings).
- Meet 1:1 with students once per semester outside of the class time (minimum).
- Serve as a role model to new students.
- Serve as a liaison between the CAART, Faculty, and students.
- Provide information about campus services & involvement opportunities to students.
- Participate in Outdoor Team Development Course with University 100/150 section.
- Maintain contact with students in the spring semester.

PEER ADVISOR PROGRAM EXPECTATIONS

- Attend *weekly* PA staff meetings in the *fall semester*, including PA kick-off event the Sunday before classes begin in August. Large PA staff meetings are held biweekly at **7:30pm on Tuesdays**. On the off weeks, PAs meet with their Senior Peer Advisors – meeting time to be determined in the spring 2015 semester.
- Attend *monthly* PA staff meetings in the *spring semester*. Meetings scheduled for Tuesdays at 7:30pm.
- Attend one individual meeting with the CAART Assistant Director in the fall semester.
- Maintain communication with Senior Peer Advisor and CAART staff; check Mason email regularly, reply to emails within 48 hours. This includes checking and reading emails during the summer months. Read the PA Pause newsletter.
- Assist with and attend Preamble (move-in the Monday before classes, training Tuesday evening, assist with events Wednesday-Friday). PAs will be permitted to move-in early at no fee.
- Plan and attend PA sponsored programs.
- Attend at least THREE outreach events with the CAART (i.e. admissions events) in the fall and spring semesters. PAs that complete additional events will be given extra incentives. Assist with PA recruitment.
- **Maintain a 2.5 cumulative & semester GPA.**

PEER ADVISOR TRAINING EXPECTATIONS

- Enroll in University 330: Peer Leadership (PAs) – 1 credit course in the Spring 2015 semester: Begins **Friday, February 6, 2015, meets every Friday 8:30am-12pm until May 1, 2015**
- Attend the mandatory spring retreat: **Camp Horizons – Saturday, March 28 – Sunday, March 29.**
- Attend Spring training & meet & greet with Faculty (May) & additional fall training sessions including the fall retreat.

COMPENSATION & TIME COMMITMENT

- Peer Advisors will be paid \$700 in the Fall 2015 semester with the opportunity to earn additional compensation for those who take on extra responsibilities (i.e. teaching another section of University 100, serving in a leadership role, etc.).
- Peer Advisors receive **priority registration** in order to work their class schedule around PA staff meetings and the 1 hour 50 minute University 100 class time.
- Time commitment includes approximately 5 hours per week for University 100 (including 2 hours of class time, 1 hour meeting with a Faculty, and 1 hour of planning and grading) plus weekly PA staff meetings (1 hour). Additional commitments include PA programs, CAART outreach/recruitment events, and training requirements.
- Peer Advisors will be paid in October and December in the fall semester. PAs will be observed and evaluated by a SPA, Faculty, and the Assistant Director. The evaluation process will include a PA self-evaluation and review of performance. The December payment will depend on evaluation feedback and meeting expectations outlined above. PAs who consistently meet expectations will receive compensation outlined.

LIVING LEARNING COMMUNITY PEER ADVISOR JOB DESCRIPTION

WHAT IS A LIVING LEARNING COMMUNITY?

Freshmen students in University 150 Living Learning Communities (LLCs) live on-campus with other students who share similar interests. These students also take a University 150 course exclusively for the students that live on the floor. The course is tailored to the specific needs and interests of the University 150 LLC focus. Students in the University 150 LLCs participate in special programs outside of the classroom with their Faculty, PA, and Resident Advisor (RA).

LLC Peer Advisors (PAs) are expected to meet all expectations outlined in the **PA Job Description** (see page 3). In addition, LLC PAs must meet expectations listed below specific to their role as PAs of a living learning community.

LLC PEER ADVISOR ADDITIONAL EXPECTATIONS

- Work with Faculty member and the Resident Advisor to plan additional programming and activities that target the LLCs specific topic theme:
 - LLC PAs are responsible for planning and implementing *meaningful* programs for LLC students in the fall *and* spring semesters. Meaningful programs relate to the LLC topic with thoughtful advanced planning and help build community among the students on the floor.
 - After each event, LLC PAs must provide a short description/evaluation of event to the Orientation & LLC Peer Program Coordinator to track LLC programming.
- Develop LLC program calendar for the fall and spring semesters. Advanced program planning of at least 2 months is expected.
- Plan and attend at least one LLC program/event per month.
- Hold office hours in the residence hall floor and be available to students outside of the University 100 class time.
- Attend at least one Faculty/Resident Advisor/Peer Advisor (FRAPA) meeting per month.
- Assist students during LLC floor move-in. Be available on the floor to welcome new LLC students to LLC floor.
- Assist with promoting the LLCs during fall and spring admissions preview programs (October & April).
- Attend any FRAPA specific LLC trainings.

LLC PEER ADVISOR – SUMMER 2015 EXPECTATIONS

- University 100 LLC PAs are expected to be available in Fairfax during summer freshmen orientations to attend the LLC Breakfasts and assist CAART with summer orientations. The summer LLC Breakfasts occur during summer orientation and provide the LLC PAs with an opportunity to meet the freshmen students registered for their University 100 class.
- Summer LLC PAs will also assist CAART with academic advising for undeclared first year students.
- Summer 2015 orientation dates: Summer LLC PAs will *tentatively* move in June 8th and move out on August 1st. PAs will have some time off around July 4th.
- LLC PAs will receive **free summer housing** at George Mason University during summer orientation period only.

COMPENSATION

- Due to the summer orientation requirement, LLC PAs will receive \$330 during the summer, free summer housing during summer orientations, and a summer food stipend (around \$300 additional). These are in addition to the teaching stipend outlined in the PA job description on page 3.
- Due to LLC programming responsibilities, LLC PAs will receive an extra \$100 *stipend* per semester.

FALL 2015-2016 LLCs

- Arts
- Engineering
- Outdoor Adventure
- Global Studies
- Business & Economics

For detailed descriptions of all of the University 150 LLCs, please visit our website at:
<http://transitions.gmu.edu/living-learning-communities-llcs/>

PROJECT PEAK PEER ADVISOR JOB DESCRIPTION

WHAT IS PROJECT PEAK?

Project Peak is a special section of University 100 where students participate in a wilderness adventure trip the week before the Fall semester begins. The trip includes camping, rock climbing, hiking, swimming, and kayaking. **No outdoor experience is necessary, just the desire to learn and have fun!** Project Peak Peer Advisors (PAs) are expected to meet all expectations outlined in the **PA Job Description** (see page 3). In addition, Project Peak PAs must meet expectations listed below specific to their role as Project Peak PAs.

PROJECT PEAK PEER ADVISOR ADDITIONAL EXPECTATIONS

- Attend Project Peak staff training August 13-14 (*tentative & subject to change*).
- Attend Project Peak adventure trip August 16-20 (*tentative & subject to change*).
- Assist Trip Leader and Faculty with van driving, safety, and facilitating group activities and discussions.
- Assist Trip Leader and Faculty with community building, problem solving, communication, and serving as a role model for other students on the trip.
- Participate in all Project Peak activities including but not limited to camping, rock climbing, kayaking, canoeing, swimming, orienteering and hiking.

PROJECT PEAK PEER ADVISOR QUALIFICATIONS

- Valid driver's license *without* driving violations.
- Successfully complete Mason's van driver training (arranged with assistance from CAART in May). You must receive van driver training before Project Peak. This may require returning to Fairfax in summer 2015.
- Hold current CPR/First Aid certifications.
- Excellent interpersonal communication, public speaking, and leadership skills.
- A positive attitude, great sense of humor, flexibility, and the willingness to work outdoors and have fun.

COMPENSATION

- Project Peak Peer Advisors will receive an additional \$300.

UNIVERSITY 100 SPECIAL SECTIONS

WHAT ARE THE UNIVERSITY 100 SPECIAL SECTIONS?

In addition to general sections of University 100 which any first-year student can register and take, CAART offers several "special" sections of University 100 designed to build community among and provide additional assistance for students in distinct populations. The special sections of University 100 for the fall 2016 are:

College of Humanities and Social Science	Out of State Students Section	INTO Mason*	Athletes
College of Health and Human Services	Early Identification Program Alumni – EIP	China 1-2-1 – http://china121.gmu.edu/	Science, Technology, Engineering & Math (STEM)
School of Business	Student Transition Empowerment Program – STEP	Off Campus Students Section	

These sections may involve **yearlong teaching commitments with **additional expectations** listed below.*

SPECIAL SECTION PEER ADVISORS ADDITIONAL EXPECTATIONS

- Peer Advisors that co-teach the special sections of University 100 are expected to work with their Faculty to tailor the course syllabus, assignments, and opportunities to meet the needs of the student population.
- Preference will be given to Peer Advisors that are part of these populations (i.e. an out of state Peer Advisor for the out of state University 100 section.)
- ***INTO Mason:** This section is reserved for international students in the INTO Mason program. The Peer Advisor selected to teach one of the sections of University 100 for INTO Mason students will work with international students to assist them in their transition to Mason. Additional information about the INTO Mason Program can be found at: <http://www.intohigher.com/us/en-us/the-universities/into-mason.aspx>

COMPENSATION

- Peer Advisors selected to teach a special section will receive the same compensation listed in the PA job description on page 3. Peer Advisors selected to teach a yearlong section will receive \$700 per semester for teaching University 100.

PEER ADVISOR APPLICATION: INFORMATION SHEET

Name: _____

G#: _____ Birth Date (MM/DD/YY): _____

Local Address: _____

Permanent Address: _____

Cell Phone #: _____ Mason E-Mail: _____

Non-Mason E-Mail (if best for summer communication): _____

Please select your class standing in **Fall 2015**: Sophomore Junior Senior

Anticipated Graduation Date (Month & Year): _____

Major: _____ Minor: _____

Current Cumulative* GPA: _____ Spring 2014* GPA: _____

**Please note that grades will be verified before final hiring is complete.*

Did you take University 100/150 as a Freshman? _____

If yes, what type of section? _____

Faculty & PA Names (if you remember): _____

UNIVERSITY 100 SECTIONS – PEER ADVISOR PREFERENCE SHEET

Selected PAs will be asked to rank their preferences in late spring semester once the fall 2015 schedule is posted to PatriotWeb. Preliminarily, please indicate all of the section(s) of University 100/150 you are interested in teaching. You may choose more than one section. Preferences are **not guaranteed** but give the selection committee an idea of your interests and availability.

<input type="checkbox"/> General Section	<input type="checkbox"/> College of Humanities & Social Sciences (CHSS)	<input type="checkbox"/> Project Peak*
<input type="checkbox"/> Athletes	<input type="checkbox"/> College of Health & Human Services (CHHS)	
<input type="checkbox"/> Off Campus	<input type="checkbox"/> School of Business	
<input type="checkbox"/> Out of State	<input type="checkbox"/> STEM	
<input type="checkbox"/> STEP	<input type="checkbox"/> China 1-2-1	
<input type="checkbox"/> EIP	<input type="checkbox"/> INTO Mason	

Living Learning Communities*:

<input type="checkbox"/> Arts	<input type="checkbox"/> Outdoor Adventure
<input type="checkbox"/> Business & Economics	<input type="checkbox"/> Global Studies
<input type="checkbox"/> Engineering	

**Please review the job descriptions on pages 4-6 for information about the additional commitments, including summer 2015 dates, and compensation for the Project Peak and Living Learning Community Peer Advisors. By indicating an interest in the LLC or Project Peak PA positions you are indicating availability for these additional requirements and time commitments.*

PEER ADVISOR WAIVER FORMS

An **ORIGINAL** signature is required on this form. Typing your name does not suffice.

**PEER ADVISOR
DISCIPLINARY WAIVER FORM**

I agree to allow a representative of the Transition Resource Center to access my confidential disciplinary files in order to verify my current disciplinary standing at George Mason University for the purpose of Peer Advisor selection.

PRINT NAME

G NUMBER

SIGNATURE

DATE

**PEER ADVISOR
ACADEMIC RECORDS WAIVER FORM**

I agree to allow a representative of the Transition Resource Center to access my confidential academic records in order to verify my current academic standing at George Mason University for the purpose of Peer Advisor selection.

PRINT NAME

G NUMBER

SIGNATURE

DATE

PEER ADVISOR APPLICATION: REQUIRED COMPONENTS

Please include the following components with your completed application to the Center for Academic Advising, Retention & Transitions, SUB I, 3600.

Component #1: Resume

Please provide an updated resume that addresses your skills relevant to the Peer Advisor position. You should include extra-curricular organizations, campus activities, and other leadership opportunities in which you have been involved. Work experience may also be included.

For help with developing a successful application, please attend one of our Peer Advisor Information Sessions. You may visit University Career Services in SUB I, Room 3400 for assistance with your resume.

Component #2: Short Response Questions

The short response questions and essay should be typed and double spaced. Together, your responses should be no longer than 1-2 pages.

1. How did you hear about the Peer Advisor position? Why do you want to be a Peer Advisor? What do you hope to gain from the Peer Advisor position?
2. What strengths, skills and abilities do you possess that would make you a successful Peer Advisor? How will you utilize these if selected?
3. What are your time commitments for the 2015-2016 academic year? Please include academics, extracurricular commitments, student organizations, Greek Life, on campus and off campus jobs, internships, leadership positions, etc. **Please indicate the estimated time per week you spend on each commitment.** How do you plan to manage these time commitments with the PA position if selected?

Component #3: Essay

The essay should be typed and double spaced. Please respond to the following essay prompt in no more than 300 words.

One of the purposes of University 100 is to assist new students with their transition to George Mason University. Peer Advisors and Faculty who teach the course develop lessons that help students learn about resources to help students succeed academically and socially. Think back to your first semester at Mason. What issues do new students face that would make their transition to college challenging? What could you, in your role as a Peer Advisor, do to help these students?

PEER ADVISOR RECOMMENDATION FORM

You are being asked to provide a reference for _____ who is applying for a position as a Peer Advisor with the Transition Resource Center at George Mason University.

Name of Reference: _____

Position: _____

Organization: _____

Phone Number: _____

Relationship to Applicant: _____

The Center for Academic Advising, Retention & Transitions (CAART) makes an effort to involve new students in the life and community of George Mason University to assist them in their transition to and ensure their success at the university. The Peer Advisor is an upperclass student at George Mason University who provides support and guidance to incoming students by serving as a co-instructor to one section of University 100 or 150, a one credit Introduction to Mason course. In this position, Peer Advisors facilitate class discussion; develop class unity through activities and individual interaction with students; assist instructor with administrative tasks; provide information about campus resources and networking opportunities; coordinate programs both in and out of the classroom; and participate in outreach programs with the Mason community.

Peer Advisors collaborate closely with the CAART staff to coordinate academic support themed programs for Mason students throughout the year, along with co-teaching their section of University 100/150. Peer Advisors must be good role models, exhibit excellent listening skills, have strong academic and strong leadership skills, and possess the desire to learn and be a leader. Students interested in the position of Peer Advisor must maintain a minimum cumulative and semester grade point average of 2.5. The design of University 100/150 and the CAART programs demand a significant time commitment during the academic year. Students wanting to be Peer Advisors should demonstrate initiative and an ability to manage time effectively.

We would appreciate your completion of the following recommendation form, giving us your personal reactions concerning the applicant. **If you would prefer, you may attach a separate letter of reference. Please include the information above for our records.**

Please return this form by **January 21, 2015** to:

Attn: Aysha Puhl, Assistant Director
Center for Academic Advising, Retention & Transitions, MSN 2C4
Student Union Building I, Room 3600
George Mason University
4400 University Drive
Fairfax, VA 22030-4444
Phone: (703) 993-8477

TO THE APPLICANT:

Please check one of the options below regarding your right of access:

____ I, the undersigned, waive the right of personal access to this recommendation.

____ I, the undersigned, retain the right of personal access to this recommendation.

Signature

Date

PEER ADVISOR RECOMMENDATION FORM

1. Please describe how you know the applicant and for how long you have known the applicant.

2. Describe the applicant's level of maturity and sense of responsibility.

3. Please comment on the applicant's communication skills (one-on-one, small groups, presentations, etc.).

4. Describe how the applicant interacts with others in various situations (teams, class, work, etc.).

5. Please comment on the applicant's leadership potential.

6. Describe the applicant's strengths and challenges.

7. Please furnish any additional information regarding the applicant.

8. Would you hire this person as a Peer Advisor based on the description provided? Why or why not?
 - YES
 - NO
 - Not Qualified to Comment

Signature of Reference

Date