• Build a strong cohesive team
• Lead discussions on mentoring best practices
• Conduct weekly student meetings

• Attend workshops and seminars
• Participate in certification trainings
• Develop theory-based approaches to mentoring

• Create success plans for student employees
• Provide welcoming positive interactions
• Assist with personal, social, & academic issues

MAXIMIZING THE STUDENT EXPERIENCE
The goal of the Transfer & Commuter Connections peer mentor position is to assist incoming transfer and veteran students with a successful transition to Northern Arizona University. All staff members are expected to work toward the achievement of this goal. To this end, mentors are required to apply the following qualifications and traits to the responsibilities described below. Appropriate training will be provided and is a required component of the position.

MENTOR QUALIFICATIONS
- Currently enrolled at Northern Arizona University
- Transferred to NAU from another institution
- At least a Sophomore class standing
- Cumulative GPA of 3.0 or higher (this can include your community college GPA)
- Must complete mentoring class
- Must limit outside commitments to 12 hours (Cannot be a RA or have an internship in the fall semester)
- * Veteran Peer Mentor must have military experience
- Complete: SafeZone, Bystander & all EMSA training upon hire, but before Fall 16.

MENTOR TRAITS
- Strong leadership skills and enthusiasm for helping others
- Organized, dependable, and possess excellent communication and interpersonal skills
- Outgoing personality and an interest in sharing personal/professional experiences
- Ability to establish a supportive, not dependent relationship
- Positive attitude and knowledge of NAU support services/programs
- Able to communicate clearly and effectively on the phone
- Acceptance of evaluation by students and supervisors
- Ability to be flexible in a dynamic mentoring role that has developing duties

JOB DESCRIPTION
The overall goal of the Peer Mentor is to get transfer and veteran students connected to their major and/or college, discern career goals and provide assistance in developing connections and/or opportunities, assist with learning the NAU tools and resources necessary for success, connect students with other students and to provide outreach and support throughout the admissions process for transfer students specifically. Mentors are typically paired with students within the same college as themselves to help them build valuable relationships and make introductions within their departments.

THE FOLLOWING JOB FUNCTIONS OUTLINE THIS GOAL FURTHER:
- Outreach to transfer students throughout the admissions process using various forms of communication, including calls in the Undergraduate Admissions call center, Facebook and email, front desk phone. Mentors are also expected to give presentations to incoming transfer students.
- Participate in transfer student workshops by advising, leading and advocating for students
- Meet with assigned students and be responsible for communicating using other methods (e.g. email, Facebook, phone calls, texting, etc.) during times you aren’t meeting in person.
- Provide basic advisement on prerequisite requirements for the major, including information about academic policies and procedures
JOB FUNCTIONS OUTLINE (Continued)

- Establish relationships with participating college staff and faculty to assist in making connections for transfer students (i.e. college professors, instructors, GA’s and office staff)
- Be knowledgeable and an experienced guide and role model for incoming transfer students
- Help students achieve their goals by providing structure, support, feedback, and referrals.
- Attend events with mentees (i.e. college and/or program sponsored events, major specific presentations)
- Provide assistance with NAU specific resources (LOUIE, Blackboard, degree progress reports, etc.)
- Maintain student files using an online database and communicate with supervisors about student progress and/or needs
- Assists with the coordination of program activities, social, academic and networking events for program participants throughout the semester to ensure that goals and objectives are being met
- Help promote all T&CC events within our target population

BREAKDOWN OF TIME PER WEEK:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Desk hours</td>
<td>varies (not required)</td>
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<tr>
<td>Meetings with student participants</td>
<td>3 hours</td>
</tr>
<tr>
<td>Research &amp; Prep</td>
<td>1 hour</td>
</tr>
<tr>
<td>Documentation of Notes</td>
<td>2 hours</td>
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<tr>
<td>Call Center</td>
<td>optional</td>
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<tr>
<td>Group Activity &amp; Planning</td>
<td>1.5 hours</td>
</tr>
<tr>
<td>Weekly Staff Meeting</td>
<td>1 hour</td>
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<tr>
<td>Supervisor Meeting</td>
<td>30 minutes</td>
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REQUIRED TRAINING

Level 1 Training is **REQUIRED** for all new mentors during the first semester hired. Training will be conducted in 8 week one-credit evening class. It is tentatively scheduled to begin the week of March 24th 2016. Level 1 Mentor Certification is available upon completion of training and completion of direct mentoring hours (50 in person mentoring hours). Level 2 (Advanced Mentor) and Level 3 (Master Mentor) training are optional for returning mentors. Additional **REQUIRED** meetings & training may be held during the semester.

WAGE $9.25 hour

Application deadline: Open until January 22, 2016, first round of interviews – end of January.

**Applications may be sent to:**

Leslie Mitchell  
Transfer and Commuter Connections  
PO Box 6035  
Flagstaff, AZ 86011

Or e-mailed to: Leslie.Mitchell@nau.edu

Or you can drop off your application at the Transfer and Commuter Connections office.  
Room 237 of the University Union.
Duties and Responsibilities:

- Supervise, observe and evaluate 14 to 18 Peer Mentors (PM); facilitate one-on-one and group meetings with assigned PMs; provide resources when needed; assist PMs with strategies to develop and maintain relationships with their mentees;
- Maintain accurate PM files; use Advisortrac database to assist PMs with accurate record keeping and to generate reports; facilitate PM training throughout the academic year; monitor PM hours and mentee meetings;
- Plan and attend social and academic related events (at least two per month); other duties as assigned.

Qualifications:

- One year experience working with students or equivalent combination of related experiences, training and/or education.
- Bachelor's degree or Master's degree and enrolled in a graduate program, preferably Student Affairs or related program.
- Strong interpersonal, public relations, and oral communication skills.
- Experience working with multicultural populations.
- Computer competency including Microsoft Office Suite and general database experience.
- Priority will be given to individuals who can work for a full academic year.

Benefits:

- $9,900/academic year
- Full tuition benefit
- Health Insurance

The Graduate Assistantship begins two weeks prior to the fall and a week prior to spring semesters with program training and orientation. The Graduate Assistant must be available to work 20 hours per week during the academic year. This Graduate Assistantship requires evening and some weekend commitments.

The Northern Arizona University (NAU) Peer Jacks Program offers one-on-one peer mentoring to out-of-state freshmen. The goal of the program is to assist out-of-state freshmen with their transition to NAU, both socially and academically. The program provides resources, assistance navigating NAU's environment and social events that get students connected to each other.

LEADERSHIP EXPERIENCE

“T&CC has given me the opportunity to help others and make students feel like they have a resource, a mentor, and family here at NAU. I have gained immense knowledge and professional connections here at NAU and it has helped me prepare for my future goals.”

- Allicyn Phillips

PROFESSIONAL DEVELOPMENT

“Being a Transfer Peer Mentor has given me the opportunity to grow through professional development, and by attending and presenting at conferences. I feel like I have gained and strengthened skills I would not have had without being a mentor.”

- Kiley Quigley Wassenberg

STUDENT INTERACTION

“My favorite thing about mentoring is how rewarding it feels to have someone enter a meeting very confused and frustrated, then leave feeling confident they have the tools to succeed! Working with vets is very unique because of the different life experiences & I have the opportunity to help – it is very rewarding.”

- Ron Allen
Transfer & Commuter Connections Peer Mentoring
Application Cover Sheet
(Please attach to the top of your application materials)
Please initial next to all that apply:

| I am in good academic and disciplinary standing within the university. |
| I am on track to be at least Sophomore status by the end of this academic year. |
| I am on track to having a cumulative GPA of 3.0 or higher. |
| I understand that if I am hired to be a Peer Mentor, I am required to enroll in and successfully pass a Pre-service Mentor Training class and all other required trainings. |
| I understand that I am required to attend a three day training prior to school starting for the fall semester (Aug. 26th, 27th, 28th) |
| I am committed to hold myself to a high standard of excellence academically, personally and professionally. |

Transfer & Commuter Connections Peer Mentor Application

Name: ____________________________________ Student ID Number: _______________________

Current Mailing Address: _________________________________________________________________

Phone Number(s): __________________________ NAU Email: __________________________

I understand that I am required to maintain a minimum grade point average and that my discipline history at Northern Arizona University has a direct link to my ability to serve as an employee of the Transfer & Commuter Connections Mentoring Program. I give permission to the Transfer & Commuter Connections Mentoring Program to access my academic and disciplinary records, and complete a background check in order to complete the hiring process. In addition, I understand that I will be required to sign an agreement to serve as an employee and that I will be required to enroll in the required course as part of my training. Failure to enroll, to pass the course with a Passing grade, or to comply with the agreement may result in termination of my employment.

Signature: ____________________________ Date: __________________

FOR STAFF USE ONLY

Questions ☐ Recommendation ☐ Schedule ☐ NAU Background Check ☐
Received on: __________________________ Interview (date/time): __________________________
Hire? YES ☐ NO ☐ Notified (date/by): __________________________
Date: ______________________
Name: ________________________________

(Last) (First) (MI)

NAU ID __________ Major: ___________________________ Minor: ___________________________

Fall 2015 Class Status: □ Sophomore □ Junior □ Senior

Anticipated Graduation Semester: ______

NAU GPA: _______ CC GPA ________

Are you applying to be a Veteran Peer Mentor (Must have military experience): □ Yes □ No

Did you transfer to NAU? □ Yes □ No - Transfer school(s): ________________________________

Can you commit to a full year if hired? Yes No Fall only: Yes No

Do we have permission to copy your NAU (and other institution) transcript? □ Yes □ No

Are you eligible for Federal Work Study? □ Yes □ No □ Not sure

PREVIOUS EMPLOYMENT EXPERIENCE:

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REQUIRED MATERIALS:

A. Please attach a separate, typed document with answers to the following questions:

1. What qualities and/or traits will you bring to this position?

2. As a peer mentor, why do you feel you would be able to assist transfer students with a successful transition to Northern Arizona University?

3. Please list any activities or organizations you are active in on campus and off.

4. Please tell us the biggest challenge you had when transferring/transiting to NAU and what you did to overcome that challenge.

5. Who has been your most influential mentor and what traits of their will you bring to this position?

B. Submit two letters of recommendation from someone who can speak to the mentoring traits that are desired for this position. Email to Leslie.Mitchell@nau.edu

Completed applications can be returned to room 237 of the University Union or emailed to Leslie.Mitchell@nau.edu

Signature: ____________________________ Date: ______________

Equal Opportunity Employer
We are an equal opportunity employer, and do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

I hereby certify that the answers and other information on this application are true and correct. I understand any misrepresentation, or omission of facts on my part will be justification for separation from the department’s service, if employed. I understand my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information. My continued employment will depend upon my will, or the department’s will.

If you are a NAU student, in submitting and signing this application, I also authorize access to my student records to review my GPA, and any other pertinent information relevant to my application.

Signature ____________________________ Date ______________