

## Center for Academic Excellence's (CAE) Lead Peer Mentor Position

### PEER MENTOR APPLICATION PDF

#### **Program Overview**

The Center for Academic Excellence in the College of Letters & Science promotes the values of a liberal arts education and finds new ways for students to make a difference locally, nationally, and globally by partnering with students to make the [Wisconsin Experience](#) a reality.

The Center for Academic Excellence (CAE) provides an enriching, inclusive community and academic support for L&S students who have been historically underrepresented in higher education, including first-generation and low-income students and students of color. CAE offers a variety of engagement opportunities, including high-touch advising, tutoring programs, health and wellness events, social events, graduate school preparation, and connections with high-impact life-changing opportunities.

#### **Job Summary**

Peer Mentors play a key role in CAE by assisting and mentoring students. They typically connect with new first-year students during the summer before they enroll and provide a safe and welcoming community in which new students can ask questions, get connected, and access tools and resources to successfully navigate the academic, personal, and social transition to college. Students selected to become Peer Mentors also take advantage of opportunities to develop and expand their leadership skills, their ability to lead and facilitate programming, and their organizational and interpersonal skills.

---

#### **Peer Mentor Qualifications:**

To hold an appointment as the Peer Mentor, you must meet the following criteria:

- Be in good academic standing; minimum GPA of 2.5 (if not, please explain during this survey).
- Have completed or are in the progress of completing at least two full semesters at UW.
- Must be available for in-person training (Aug 21st-25th, 2023) and early arrival programming (Aug 28th-Sept 1st, 2023).
- Ability to work with diverse students and staff.
- Flexibility and ability to adapt easily.
- Be a good role model to incoming students.
- Critical thinking and communication skills.
- Ability to work independently and collaboratively.
- Basic knowledge of Microsoft Word and Excel, social media platforms, professional phone skills, and a friendly demeanor.
- Have strong organizational and administrative skills and attention to detail.

#### **Lead Peer Mentor Qualifications:**

To hold an appointment as the Lead Peer Mentor, you must meet all the criteria for the Peer Mentor position and have at least 1 year of peer mentoring experience.

#### **Responsibilities:**

As a peer mentor, you must be able to fulfill the following duties:

- **Establish a mentor/mentees relationship with 10-15 students:**
  - Provide mentorship to incoming CAE students on their transition to UW-Madison.

- Connect students with academic, social, career, well-being, etc. resources in the CAE, at UW, and (as applicable) in the community.
- Facilitate first-year student engagement and community building in the CAE.
- Serve as a role model to mentees within the areas of student life, engagement, academic-life balance, and self-care practices.
- Establish ongoing connections with partner CAE advisors on issues related to supporting assigned mentees.
- **Fulfill weekly office hours in the CAE space**, serving as a drop-in resource for mentees and completing CAE projects.
- **Assist with events/programming**: Facilitate programming and community building for the first-year cohort.
  - Engage students during early arrival programming, introducing them to CAE and campus, facilitating awareness of CAE and campus resources, and establishing peer-to-peer connections among students.
  - Take responsibility for organizing programming activities each semester (e.g., coordinate community partnerships, organize volunteering in the community, coordinate social hour, Sunday emails, student creative projects, etc.).
  - Engage during staff meetings, professional development, and programming, and assist with other CAE event planning, outreach, and coordination (e.g., admissions days, student panels, etc.).
  - Engage with students over social media, as needed.

#### **Salary:**

##### **Peer Mentors**

\$13 p/hour, 5-7 hours maximum weekly over the course of the fall and spring semesters of the 2023-2024 academic year.

##### **Lead Peer Mentors**

\$13 p/hour, 10 hours maximum weekly over the course of the fall and spring semesters of the 2023-2024 academic year.

**Work-study students are strongly encouraged to apply.**

#### **Peer Mentor Training:**

To ensure that all Peer Mentors are prepared for the upcoming academic year, it is crucial to foster a positive group dynamic that will prepare us as a team to rise to the challenges. Therefore, a week-long training session is organized to establish expectations, plan group events, arrange office hours, learn about mentoring rules/guidelines, and engage in other planning for the semester. **ALL SELECTED PARTICIPANTS MUST ATTEND** training sessions, programming events, and weekly staff meetings.

- Fall training is scheduled for **Monday-Friday, August 21st-25th**.
- Fall and Spring meetings will occur **every Monday from 4-5 pm**. All applying candidates must be available during these times.

#### **Time Commitment:**

This position is from August 2023 – May 2024. There are also required dates from **August 21st-25th, 2023**, that all peer mentors must be available for in-person training. Following the training, peer mentors will participate in some programming activities for incoming first-year students from **August**

**28th to September 1st.** During the academic year, hours will be distributed an average of 5-7 hours per week for Peer Mentors and up to 10 hours for Lead Peer Mentors.

- **Peer mentors also must be available to participate in weekly staff meetings on Mondays from 4-5 pm.**
- As class schedule allows, all Peer Mentors must be able to attend all program events.

**Selection Process:**

A committee will review all applications. Applicants will be selected based on their **availability in the school year, essay responses, resume, and references**. Those selected will be contacted to schedule interviews for the week of **April 17th**. Students will be notified of their acceptance by **May 5th**.

**To apply:**

If you are interested in this position and would like to apply, please submit your resume and essay responses by: **Monday, April 10th, 2023, at 11:59 PM**. If you have any questions or concerns, please do not hesitate to contact Aygul Hoffman at [aygul.hoffman@wisc.edu](mailto:aygul.hoffman@wisc.edu).

---

**Q2 Peer Mentor Application: General Information**

- ☐ Name: (1) \_\_\_\_\_
- ☐ Student ID#: (2) \_\_\_\_\_
- ☐ Email Address (must be wisc.edu): (3) \_\_\_\_\_
- ☐ Phone: (4) \_\_\_\_\_
- ☐ Year in School: (5) \_\_\_\_\_
- ☐ Major(s): (6) \_\_\_\_\_
- ☐ Certificate(s): (7) \_\_\_\_\_
- ☐ GPA: (8) \_\_\_\_\_
- ☐ Expected Graduation: (9) \_\_\_\_\_

### Q3 Availability

	Yes (1)	No (2)
Are you available during August 21 - 25 (in-person)? (1)	<input type="radio"/>	<input type="radio"/>
Are you available August 28 - September 1 (in-person)? (2)	<input type="radio"/>	<input type="radio"/>
Are you available for peer mentor staff meetings weekly on Mondays at 4-5pm during the 2023-2024 academic year? (3)	<input type="radio"/>	<input type="radio"/>
Are you in good academic standing (within your school/college, department, program, CAE, have no Dean of Students action pending)? <i>If you responded no, please explain why below.</i> (6)	<input type="radio"/>	<input type="radio"/>

Q4 If you are not in good academic standing and/or have a GPA below 2.5, please explain your academic plan and why you should be considered for this position below.

---

Q5 Are you a returning peer mentor?

☐ Yes (1)

☐ No (2)

Q6 Please upload your resume (word or pdf forms only)

Q7 In one or two paragraphs, please describe briefly your interest in the position. What strengths do you bring to this role and how does it fit into your professional goals? – FOR NEW APPLICANTS

---

---

---

---

---

Q8 In one or two paragraphs, please describe how you would go about improving the peer mentoring program to best fit the needs of our incoming students? – FOR RETURNIING PEER MENTORS

---

---

---

---

---

Q10 In one or two paragraphs, propose an event for CAE first-year students and explain why it is important? – FOR NEW APPLICANTS AND RETURNING PEER MENTORS

---

---

---

---

---

## Q8 References

☐ Please list your advisor (1) \_\_\_\_\_

☐ Please provide contact information for an additional professional reference. (Ex. professor/TA, supervisor, etc.) (2) \_\_\_\_\_

☐ Name: (3) \_\_\_\_\_

☐ Title: (4) \_\_\_\_\_

☐ Position: (5) \_\_\_\_\_

☐ Email: (6) \_\_\_\_\_

☐ Phone: (7) \_\_\_\_\_