Peer Jacks Mentoring Program

LEADERSHIP OPPORTUNITIES
- Help build a strong cohesive team
- Lead Level II and Level III CRLA trainings
- Help lead weekly staff meetings

PROFESSIONAL DEVELOPMENT
- Attend workshops and trainings
- Participate in certification trainings
- Learn theory-based approaches to mentoring

STUDENT INTERACTION
- Help freshman students transition to NAU
- Provide welcoming positive interactions
- Build community with fellow mentors

The goal of the Peer Jacks Mentoring program is to assist out-of-state 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 by SLC staff and/or university staff or faculty.

MENTOR QUALIFICATIONS
1. Currently enrolled at NAU
2. Attended NAU for at least two semesters (sophomores and above eligible)
3. Work-study or student-wage eligible
4. Cumulative GPA of 3.0 or higher
5. Must be able to work an average of 9 hours per week
6. Must NOT work more than 10 hours per week OUTSIDE Peer Jacks
7. Preference given to students who attended NAU for their freshman year
8. Submit all required application information (see attached application form)
9. All are welcome to apply but out-of-state students are preferred
10. Commitment to complete required trainings
11. Commit to a full academic year
12. Cannot be a RA and Mentor at the same time

MENTOR TRAITS
1. Willingness to undergo ongoing training
2. Organized, dependable, and possess excellent communication and interpersonal skills
3. Strong leadership skills and enthusiasm for helping others
4. Outgoing personality and an interest in sharing personal/professional experiences
5. Ability to establish a supportive, not dependent relationship
6. Positive attitude and knowledge of NAU support services/programs
7. Acceptance of evaluation by students and supervisors

JOB DESCRIPTION
Peer mentoring requires being a knowledgeable and experienced guide and a role model. As a peer mentor you will work with out-of-state students and aid them in making a successful transition to NAU. This includes assistance with and support in navigating a new environment, both socially and academically. Mentors are responsible for helping students achieve their goals by providing structure, support, feedback, and referrals. Mentors will meet with students every other week and be responsible for communicating using other methods (e.g. email, Facebook, phone calls, texting, etc.) during off weeks. Mentors will also be required to attend one-on-one meetings and group events with mentees (see time breakdown below). Mentors will maintain student notes and provide information to supervisors for review.

BREAKDOWN OF TIME PER WEEK:
Meet w/Mentees – 3 hours
Research/Prep – 1 hour
BEACON Notes – 1 hour
Committee participation – 1 hour
Group Activity (per week) 1.5 hours
Group Meeting (per week) 1 hour
Meeting with Supervisor (every week) 30 minutes

REQUIRED TRAINING
Level 1 Training is REQUIRED for all new mentors during the spring semester applying. Training will be conducted in 8 week one-credit evening classes. It is tentatively scheduled to begin the week of March 2, 2015. Level 1 Mentor Certification is available upon completion of training and completion of direct mentoring hours. Additional REQUIRED meetings may be held during the semester.

WAGE $9.25 hour
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.

"When you’re a Peer Jack, your main focus is making connections with individuals. It wasn't until later on that I realized how fundamental of a skill that is for any leader in any role. Building on that skill I have been given the opportunity to run trainings, facilitate meetings, and organize events. Being a mentor in the Peer Jacks program has truly shaped me to become the leader I am today."

- Jay
Peer Mentor

"Peer Jacks program has opened my eyes to many opportunities to develop in many aspects of life. As a senior mentor, I have found myself put into difficult situations with my coworkers and mentees and have been able to persevere by using the skills that I have obtained through trainings as well as experiences. I have found myself to be a role model and source of information to aspiring mentors within the program."

- Michael
Peer Mentor

"Throughout this program I have had the chance to work with and mentor outstanding people. The type of people that have helped me become a better-rounded person throughout my life. I collaborate with fellow mentors creating a sense of unity between each other, our freshmen, and this university."

- Serena
Peer Mentor
### Peer Jacks Mentoring Application

**Application Cover Sheet**

*(Please attach to the top of your application materials)*

Please initial next to all that apply:

<table>
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<tr>
<th>I am in good academic and disciplinary standing within the University.</th>
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<tr>
<td>I am on track to complete at least 30 credit hours (Sophomore status) by the end of this academic year.</td>
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<tr>
<td>I am on track to having a cumulative GPA of 3.0 or Higher.</td>
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<td>I understand that if I am hired to be a Peer Jacks Mentor, I am required to enroll in and successfully pass a Pre-service Mentor Training class. <em>(Starts week of March 2, 2015)</em></td>
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<td>I understand that I am required to attend a three day training prior to school starting for the fall semester <em>(August 28, 29, and 30, 2015)</em></td>
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<td>I am committed to hold myself to a high standard of excellence academically, personally and professionally.</td>
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<td>I can commit to a <strong>FULL</strong> academic year for this position <em>(Fall 2015-Spring 2016)</em>.</td>
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**Peer Jacks Mentoring Application**

Name: _______________________________  Student ID Number: __________________

Current Mailing Address: __________________________________________________________

Phone Number(s): ___________________________________ NAU Email: ___________________

Major: ___________________________ GPA: _______ Credits Completed: _______

*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 Peer Jacks Mentoring Program. I give permission to the Peer Jacks Mentoring Program Coordinator 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: __________________

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**FOR STAFF USE ONLY**

- Questions [ ]  Recommendation [ ]  Schedule [ ]  Transcript [ ]
- NAU Background Check [ ]

Received on: ___________________  Interview (date/time): ___________________

Hire?  YES  NO  Notified (date/by): ___________________
Peer Jacks Mentor Application

Date: _______________________

Name: ____________________________________________ (Last) (First) (MI) (NAU ID#)

Phone: (____)______________ NAU Email: ________________________________________________

Local Address: __________________________________________________________

Permanent Address: _______________________________________________________

Major: __________________________________________ Minor: _______________________

Cumulative GPA: _____________ Current Semester (in college) GPA: _____________

Class Status by fall 2015: □ Sophomore □ Junior □ Senior

Anticipated Graduation Date: ____________________________

Do we have permission to copy your NAU transcript? □ Yes □ No

Are you eligible for Federal Work Study? □ Yes □ No

Previous Employment Experience:

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Responsibilities
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? Why do you feel you would be able to assist students with a successful transition to Northern Arizona University?
2. Why do you want to be a peer mentor?
3. Describe why out-of-state students may have additional challenges in transitioning to Northern Arizona University?
4. Please give examples of your leadership skills as well as your organizational abilities.
5. Please share some special interests/hobbies that you have.

B. Include a copy of your resume with your application.

C. Complete and attach the Application Cover Sheet.

D. Submit two letters of recommendation (Recommendations should have original signatures and be on letterhead if possible).

E. Submit a schedule of your anticipated open hours for the spring 2015 semester. Include more than the 9 hours required so that we can best fit your hours to our schedule. Please also indicate times you are NOT available (i.e. class times, other obligations) as well as times you ARE available.

Application Deadline: January 16, 2015 by 5 p.m.
Completed applications can be returned to room 213 in the Student Learning Center of the Union (fieldhouse section) or emailed to PeerJacks@nau.edu.

Signature: ________________________________ Date: ________________

Hiring Timeline

Application Deadline Friday, January 16, 2015 5:00pm
Materials Due: Application, Application Questions, Resume, Recommendation Letter and Cover Sheet

Application Screening Friday, January 16 – 28, 2015

Individual Interviews Thursday – Friday, January 29-30, 2015

Group Interviews Thursday – Friday, February 5-6, 2015

Selection Notification February 20, 2015
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_______________