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

MAKING CONNECTIONS. BUILDING COMMUNITY.
The goal of the Peer Jacks Mentoring program is to assist first-year students with a successful transition to Northern Arizona University. The Peer Jacks Mentoring Program primarily serves out-of-state students, but also serves demographic subcategories including student athletes, international students and in-state students not affiliated with another mentoring based program. 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 past participants 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. Participate in 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 first-year 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 bi-weekly and be responsible for communicating electronically (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:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time Required</th>
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<tbody>
<tr>
<td>Meet with Mentees</td>
<td>3 hours</td>
</tr>
<tr>
<td>Research/Prep</td>
<td>1 hour</td>
</tr>
<tr>
<td>BEACON Notes</td>
<td>1 hour</td>
</tr>
<tr>
<td>Committee participation</td>
<td>1 hour</td>
</tr>
<tr>
<td>Group Activity (per week)</td>
<td>1.5 hours</td>
</tr>
<tr>
<td>Group Meeting (per week)</td>
<td>1 hour</td>
</tr>
<tr>
<td>Meeting with Supervisor</td>
<td>30 minutes</td>
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</tbody>
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**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 March 24, 2016. Level 1 Mentor Certification is available upon completion of training and completion of direct mentoring hours. Safe Zone and Bystander training are to be completed before Fall 2016. Additional REQUIRED meetings may be held during the semester.

**WAGE**

$9.25 hour
LEADERSHIP OPPORTUNITIES

“Peer Jacks allows mentors the opportunity to pursue their own passions through our different groups, such as the social media teams and newsletter. By becoming a leader, mentors can learn many fundamental skills such as time management, how to facilitate meetings and communicate effectively with other people. Having a leadership position through the Peer Jacks program has helped me acquire these leadership qualities as well as becoming a better-rounded individual.”

- Emma
Peer Mentor

PROFESSIONAL DEVELOPMENT

“Peer Jacks has enhanced my skills in Professional Development dramatically. It has allowed me to learn and use techniques that have improved my interpersonal skills, organizational skills, and my ability to adapt to diverse conditions and people within the workplace. Peer Jacks has helped me become a stronger leader and has taught me how to be a valuable member of a team within a professional environment.”

- Cayden
Peer Mentor

STUDENT INTERACTION

“Before I became a mentor I expected to help my students grow, but what I did not expect was how much I would grow myself. Not only in becoming a more competent mentor, but becoming a better student and friend. Peer Jacks creates an opportunity for their community to grow together, and build connections that will continue beyond the program. For someone who is passionate about learning, I am grateful for job that allows me to learn every day.”

- Erika
Peer Mentor
**Peer Jacks Mentoring**

**Application Cover Sheet**

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

Please initial next to all that apply:

<table>
<thead>
<tr>
<th>I am in good academic and disciplinary standing within the University.</th>
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<tbody>
<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>
</tr>
<tr>
<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 21, 2016)</em></td>
</tr>
<tr>
<td>I understand that I am required to attend a three day training prior to school starting for the fall semester <em>(August 26, 27, and 28, 2016)</em></td>
</tr>
<tr>
<td>I am committed to hold myself to a high standard of excellence academically, personally and professionally.</td>
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<tr>
<td>I can commit to a FULL academic year for this position <em>(Fall 2016-Spring 2017)</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: __________________

**FOR STAFF USE ONLY**

<table>
<thead>
<tr>
<th>Questions □</th>
<th>Recommendation □</th>
<th>Schedule □</th>
<th>Transcript □</th>
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<tbody>
<tr>
<td>NAU Background Check □</td>
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Received on: ______________________________ Interview (date/time): ______________________________

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

Date: _______________________

Name: __________________________________________________________    __________________________  
(First) (Last) (MI) (NAU ID#)

Phone: (____)______________  NAU Email: __________________________________________

Local Address: ______________________________________________________

Permanent Address: _______________________________________________

Major: ___________________________  Minor: _______________________

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

Class Status by fall 2016: □ 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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<tr>
<th>Employer</th>
<th>Supervisor</th>
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<tbody>
<tr>
<td>Job Title</td>
<td>Supervisor Contact #</td>
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Employment Dates

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<th>Responsibilities</th>
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</table>
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 anticipated commitments for Spring 2016 (Class, work, organizations, involvements, etc.) Schedule must be flexible to attend one Saturday training and the 8-week class during the 2nd 8-week term on Thursday nights from 7:30 – 9:30 pm.

Application Deadline: January 22, 2016 by 5 p.m.
Completed applications can be returned to room 252 in the Student Learning Center of the Union (fieldhouse section) or emailed to PeerJacks@nau.edu.

Signature: ___________________________________________ Date: ________________

Hiring Timeline

Application Deadline Friday, January 22, 2016 5:00pm
Materials Due: Application, Application Questions, Resume, Recommendation Letter and Cover Sheet

Application Screening Friday, January 22 – 29, 2016

Individual Interviews Wednesday – Friday, February 3-5, 2016

Group Interviews Tuesday – Thursday, February 9-11, 2016

Selection Notification February 19, 2016
**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_______________