

# AAC MENTORING FOR LEADERSHIP

## 2013-2014 Peer Mentor Job Description

Thank you for your interest in applying to be a Peer Mentor for the AAC Mentoring for Leadership program. The Peer Mentor is a *volunteer* staff member of the Academic Advancement Center and an integral part of what we do for students. Peer Mentors report to the AAC Mentor Program Coordinator, Lucy Paltoo and a Student Mentor Coordinator.

### To Apply

- Fill out the AAC Mentoring for Leadership Mentor application on the following pages and include a copy of your resume.
- Applications, including a copy of your current resume, will be accepted and reviewed on a rolling basis. If selected as a mentor after initial mentor training, one-on-one training will need to be scheduled.
- If you have any questions or would like more information, please contact Lucy Paltoo at Lucy.Paltoo@colostate.edu or (970) 491-4961.
- **In understanding the various needs and work styles of people with disabilities, alternative forms of application may be substituted for the official application form. Please contact Lucy Paltoo if you need this accommodation.**
- Résumé and Interviewing Assistance:
  - Career Center Counselors are available if you need assistance with your résumé and/or interviewing skills. Bring your résumé into the Career Center for a review during walk-in hours Monday through Friday from 8:30 am to 4:30 pm. You may also contact the Career Center at (970) 491-5707 to schedule an individual appointment. The Career Center is located in room 116 of the LSC. The Career Center also has an online resume builder at <https://colostate.optimalresume.com/>

### Program Goals

- Support the transition process for Academic Advancement Center first-year Students and transfer students
- Increase the students' campus connections through involvement in campus organizations and familiarizing incoming students with campus resources
- Provide academic and personal guidance
- Increase GPA, retention, and graduation rates of AAC students

### Program Responsibilities

- Meet weekly with mentee for approximately one hour
- Accomplish list of required activities to complete together with mentee
- Attend group social/cultural events every semester; typically these events will include a rock climbing adventure at Horsetooth, a visit to a museum or attendance at a film/ theatrical production, and finally an etiquette dinner (*see tentative Fall schedule below*)
- Attend monthly staff meeting/professional development with all mentors (*see tentative Fall schedule below*)
- Attend all training sessions throughout the academic year (*see tentative Fall schedule below*)
- Schedule monthly check-in meeting with Mentoring for Leadership Coordinator

- Complete evaluations at the end of each semester regarding training and program goals

### ***Benefits of Becoming a Mentor***

- Develop and demonstrate personal qualities that are important in life and to future employers, including commitment, responsibility, and self-confidence
- Further develop your knowledge of campus resources
- Develop communication, interpersonal, counseling, and mentoring skills
- Gain credit for your work as mentor either as part of a service-learning project or as volunteer hours to add on a resume
- Gain national accreditation through the College Reading and Learning Association mentoring certification

### ***Required Qualifications/Skills***

Mentors must:

- Be **active** Academic Advancement Center participants who are in their second year or higher at CSU.
- Commit to the entire year of the mentoring program.
- Have at least a 2.5 cumulative grade point average to apply and must maintain at least a 2.5 cumulative grade point average during affiliation with the AAC peer mentoring program.
- Demonstrate a positive attitude and strong work ethic.
- Have a strong desire to assist students with their personal and academic adjustment to CSU including (but not limited to) helping first year students improve study skills and time management, explore the importance of campus and community involvement, making healthy choices, personal decision making, conflict resolution skills, and identity exploration.
- Possess a commitment to working with diverse groups of people, identities, and experiences.
- Display high level of professionalism and enthusiasm in the position.
- Demonstrate the ability to serve as a role-model and mentor for new students by modeling integrity and inclusivity.
- Attend all events and trainings according to the tentative schedule below.

### ***Tentative Training/Staff Meeting/Event Schedule***

**NOTE:** Participation in all events and trainings are required of Mentors. Time conflicts will be handled on an individual basis. If you are selected to become a mentor after initial mentor training, one-on-one training will need to be scheduled.

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Location</b>
Saturday, August 24 <sup>th</sup> , 2013	8:00am-5:00pm	SPDS Initial Mentor Training	LSC (rm. TBD)
Wednesday, September 4, 2013	5:00-7:00 pm	Follow-up Mentor Training	AAC
Wednesday, September 18, 2013	4:00-7:00pm	Mentor Training	AAC
October (day TBD)	TBD (2 hrs)	Mentor/Mentee Make a difference day	Ft. Collins community
October (day TBD)	TBD	Corn Maze	AAC
November (day TBD)	TBD (2 hrs)	Staff Meeting/Professional Development	AAC
Late Nov./Early Dec. (day TBD)	TBD	End of Semester Social	TBD

### ***Period of Employment***

The official period of the position will be from Saturday, August 24, 2013 until Friday, May 16, 2014.

### ***Remuneration***

The AAC Peer Mentor position is a volunteer position only. It is, however, a great resume builder and a way to earn volunteer hours and/or service learning credit.