

2013-2014

L.E.A.P. PROGRAM



& PEER MENTOR

L.E.A.P.

JOB DESCRIPTION

PROGRAM MISSION STATEMENT

APPLICATION PROCESS

PEER MENTOR APPLICATION

TIMELINE

Peer Mentor Mission Statement

The mission of the Peer Mentor program is to assist first-year students in their transition into college – academically, socially, and emotionally – by providing support and guidance. The program will be a vital means for first-year students to make connections, share experiences, and learn to become active members of the UAH Community.

Peer Mentors will be supportive, approachable, and act as positive role models throughout the academic year, ultimately enriching the college experience.

Responsibilities

- Welcome the incoming first-year students and make them feel at home
- Assist new students with academic, social and emotional concerns
- Work with other Peer Mentors in a supportive team environment
- Create an inclusive environment and fun experience for your mentee
- Assist new students in developing an awareness of academic resources, as well as understanding the process of course scheduling and registration
- Report any concerns that arise to college staff
- Be accessible to your mentee throughout the fall semester to discuss their adjustment progress
- Be willing, able and available to address issues as they come up (issues can range from homesickness, alcohol-related issues, or scheduling classes)
- Must attend all training sessions, Fall and Spring Mentor meetings and fall and spring semester programs (see Time Commitments)
- Communicate monthly with assigned mentee.
- Attend all UAH programs and activities with a good and positive attitude
- Work with the Student Life Office, UAH Housing, and other UAH offices
- Be both a friend and mentor to a first-year student
- Represent the college in a positive, appropriate and professional manner

Knowledge, Skills and Abilities

- Awareness of campus resources
- Ability to lead groups of peers
- Able to adapt to situations as they occur
- Engage others to be a part of the process
- Knowledge of issues new students face at UAH
- Awareness of issues of diversity and inclusion at UAH
- Creativity, patience, enthusiasm, flexibility and energy

Peer Mentor Qualifications

- Full-time student currently enrolled at UAH
- Have a current Cumulative GPA of 2.5
- In good standing with the University
- Currently involved in various campus life activities (a resume is required; first-year students will be able to reference activities/service done in high school as well as UAH)

Time Commitment

The time required is crucial in order to build a quality relationship. By participating in this program we will provide opportunities for connection and training on how to effectively create a mentor / mentee relationship. This relationship is not just created within these schedule time commitments but you will need to individually facilitate time in order to enhance the relationship with your mentee.

REQUIRED Dates and Events:

- Fall Peer Mentor Training/Team Building
- Peer Mentor Meet and Greet
- Tuesday, August 20th - Convocation
- Helping Hands for Huntsville
- Peer Mentor Fall meetings TBA (4 throughout the year): October TBA, November TBA , January TBA, February TBA
- March TBA , The Big Event

Additional Requirements (Each mentor must do at least two of the items below)

- Participate in one community service program with your mentee
- Attend two first six week events with your mentee
- Attend the Student Leadership Conference
- Attend Higher Ed Day
- Alternative Fall Break/Spring Break
- Other programs approved by the L.E.A.P. advisors

Internship and Co-Op Stance

Students planning to study abroad, obtain internships in other cities (i.e. Washington, DC) during Spring 2013 should not apply to be a Peer Mentor. Being away from campus in the spring means you will miss valuable time with your mentee as well as required meetings/events

For any questions regarding Co-Ops, internships or other fall/summer commitments and how they might affect your ability to be a Peer Mentor, please contact Kacey Schaum in the Student Life Office.

Application Process

1. Apply Online. Applications are available: Monday, February 25, 2013
 2. Completed applications are due on Tuesday, March 26, 2013 by 5:00 PM
 3. A completed application includes:
 - 2013 Peer Mentor Application Form (please remember to sign it)
 - Recommendation Form completed by a current UAH faculty or staff (can be turned in separately by your reference; references from UAH students will not be accepted)
 - Answers to the essay questions.
 - Current Resume (please seek out guidance from Career Services if you need to create one)
 - When submitting a completed application, please make sure you sign-up for an interview day & time.
 4. Selection Process
 - Completed Peer Mentor Application Friday, March 26th
 - Interview Day April 5th and 6th (Make-up Date?)
 - Notification of Decisions Friday, April 12th
 - Peer Mentor Contracts Due Friday, April 19th
- Note: Applicants will be rated on their interviews and their completed Peer Mentor application.
5. Questions? Confused? Contact the Student Life Office.

Contact Information

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