



***Please complete the questions below legibly or you may attach a separate sheet below with your responses typed.***

1. Please attach a resume to your completed application.

2. Briefly explain your interest in serving as a mentor in the OMA Mentoring Program.

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3. Have you ever participated in a mentoring program? If so, describe the level of your participation in the program.

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4. Please list the co-curricular activities in which you are currently involved or previously involved with at West Chester University.

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5. What skills, suggestions, and/or contributions would you contribute to the OMA Mentoring Program?

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6. Do you plan to work another job during the 2011-2012 academic year? How many hours do you plan to work?

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7. Please list all of the commitments (clubs, organizations, work, committees, internships....etc.) that you will be involved in for the 2011-2012 academic year.

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Please return your completed application to:  
Querida Lugo  
Mentoring Program Coordinator  
Interim Associate Director of Multicultural Affairs  
Office of Multicultural Affairs, Sykes Student Union, Room 003 (Ground Floor)  
Please call 610-436-3273 if you have any questions.

**\*Application Deadline: 4pm, Friday, April 1, 2011\***

**All applicants will be notified by telephone regarding the final decisions on Friday, April 15, 2011.**

Peer Mentor Position Job Description  
Office of Multicultural Affairs (OMA)  
West Chester University

***WEST CHESTER UNIVERSITY IS AN  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***

#### Comprehensive Peer Mentor Job Description

Peer Mentors will be required to:

1. Meet with their assigned mentees in a one-on-one setting on a weekly bases.
2. Meet with their assigned mentee group once per week.
3. Host a bi-weekly mentee group social or attend an on campus program/event with your mentee group.
4. Attend planned Mentoring Program socials and programs that are coordinated by the Mentoring Program Coordinator. (These may be substituted for your b-weekly mentee group.

### ***Purpose of the Mentoring Program:***

The purpose of the Office of Multicultural Affairs Mentoring Program at West Chester University (WCU) is to assist first-year students of African, Asian, Latino, and Native American (multicultural) descent in making a successful transition to WCU.

The program, which is open to all first-year and transfer multicultural students, aims to empower individual student participants by providing them with a member of WCU's faculty/staff and multicultural student body who will guide, offer information, and support the student throughout his/her initial year of enrollment.

### ***Role of the Peer Mentor:***

The Peer Mentor position is a paraprofessional and undergraduate student staff member of the Office of Multicultural Affairs. The Peer Mentor plays a vital role in assisting the Office of Multicultural Affairs in its continuous efforts to administer a comprehensive program that will positively impact first year multicultural students who matriculate at West Chester University. The Peer Mentor leader will fulfill tasks which will enhance the OMA office in its endeavors to foster the educational, career, financial, personal, social, and spiritual development of multicultural students.

### ***Peer Mentor Position Responsibilities & Expectations:***

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1. Attend and actively participate in training activities.
2. Schedule and conduct weekly meetings with your assigned mentee group to discuss academic and social adjustment at the university, concerns, and successes as well as provide updates and beneficial information.
3. Meet one-on-one with your assigned mentees bi-weekly.
4. Assist mentees with planning academic and personal goals.
5. Attend weekly peer mentor staff meetings to provide updates to the Mentoring Coordinator regarding your assigned mentee group's progress. In addition, receiving updated information.
6. Assist in coordinating the daily operations of the OMA Mentoring Program.
7. Assist in the planning, coordinating, implementation, and evaluation of the OMA Mentoring Program activities and events.
8. Assist in the development, implementation, and evaluation of various programs sponsored and/or co-sponsored by OMA.
9. Assist in the advertising and dissemination of information for various programs sponsored and/or co-sponsored by OMA.
10. Assist with coordinating all facets of the planning of the Annual Multicultural Awards Programs.
11. Disseminate all pertinent information as designated by OMA to the mentees.
12. Assist in the training of new student support staff.
13. Other duties as assigned.

## ***Peer Mentor Position Qualifications and Requirements:***

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1. Must have earned 24 credits or more prior to appointment.
2. Must possess and **maintain** a minimum of a 2.5 per semester and cumulative grade point average (GPA) at the time that your application is submitted to OMA. Failure to maintain a 2.5 per semester and cumulative GPA will result in probation or termination of the Peer Mentor position.
3. Must be in good academic and judicial standing at WCU. **Applicants who are currently on academic and/or judicial probation will not be considered.**
4. Must be able to keep information CONFIDENTIAL when appropriate!!!!
5. Must possess a positive attitude and an ability to work well with people from all backgrounds.
6. Must possess good communication, written, and verbal skills.
7. Live on North campus for the academic year that you are hired. **(Preference will be given to North Campus students.)**
8. Work a total of 10 hours per week to include mentee group meetings, one-on-one mentee meetings, office hours, the Peer Mentor staff meeting, one-on-one with the Mentoring Coordinator, assisting with program and events, and other duties as assigned.
9. Working in the Multicultural Affairs Office includes answering the telephone, running errands throughout campus, completing assigned office tasks, updating bulletin boards, creating flyers, addressing inappropriate behavior and language in the Multicultural Center by other individuals, assuring that the center stays clean and orderly and other duties as assigned.

### ***Terms of Employment:***

1. Peer Mentors are required to attend the August training sessions and in-services throughout the academic year.
2. The Peer Mentor position is expected to be a major priority, second only to course work.
3. Peer Mentors must demonstrate the ability to be a consistent and positive role model.
4. Peer Mentors will be evaluated through a written evaluation once per semester by their assigned mentee group as well as by the Mentoring Coordinator. The Peer Mentor position is a one year assignment based on the staff member's performance and evaluations.
5. Peer Mentors are expected to be role models academically and personally. The Peer Mentor is expected to abide by all local, state, and federal laws, as well as all University rules and regulations. Any Peer Mentor found responsible for violating any aspect of the Student Code of Conduct or and/or local, state, and/or federal laws will be subject to termination from their position.