

*Academic Development Program & Office of Residence Life and Housing Services
West Chester University of Pennsylvania*

PEER ASSISTANT SELECTION PROCESS

SUMMER 2012

Read all of the materials in this packet thoroughly and keep this sheet for future reference.

APPLICATION DEADLINE: **Monday, February 27, 2012.** All application materials (including all completed recommendation forms) must be returned to the Academic Development Program Office by this date.

APPLICATION MATERIALS: **Submit the following application materials by Monday, February 27, 2012:**

- Completed **Peer Assistant Application**
- Completed **Faculty Recommendation Form ***
- Completed **Staff or Supervisor Recommendation Form ***
- Completed **RA Recommendation Form ***
- Resume

Complete the top part of the recommendation form and give it to the faculty member/staff or supervisor/RA of your choice. Ask that s/he complete the form and return it to the Academic Development Program Office, 222 Lawrence Hall by **Monday, February 27, 2012.*

INTERVIEW: Interviews for the PA position will take place during the week of February 27, 2012. **You will be contacted to schedule an interview.**

Creative Expression Piece. Use an 8 ½ "x 11" sheet of paper to creatively express yourself. ***Bring this with you to your interview.**

- **ACADEMIC REQUIREMENTS:** All applicants must have a minimum cumulative GPA of 2.5.
- **SUMMER CLASSES:** PA's are permitted to take one class, between the hours of 8 a.m. and 3:15 p.m. only, during the ADP summer session (i.e. Summer 2nd Session).
- **OTHER SUMMER EMPLOYMENT:** PA's interested in an additional part time position during the ADP summer session must have prior approval from the supervisors and may only work between the hours of 8 a.m. and 3 p.m.
- **FASFA REQUIREMENT:** All candidates must complete a FASFA form by March 1st.
- **DECISIONS:** Applicants will be notified regarding selection by **Monday, March 5, 2012.**

Any questions you have regarding PA selection may be directed to Marie Bunner, ADP Mentoring Coordinator, 226 Lawrence Hall, 610-436-3132, mbunner@wcupa.edu.

PEER ASSISTANT APPLICATION
Summer 2012

Name: _____ I.D. #: _____
Last First M.

Cell Phone #: _____ T-Shirt Size: _____

Campus/Local Address: _____

Home Address: _____ Home Phone: _____
Street

City State Zip

Please provide the following information:

Current WCU status: _____ Freshman _____ Sophomore _____ Junior _____ Senior

Total Semesters completed at WCU: _____ Expected Graduation Date: _____

Major: _____ Minor: _____

Fall 2011 GPA: _____ Overall Cumulative GPA *: _____

Are you a student who entered WCU through the ADP? _____ Yes, in summer _____. _____ No

How many semesters you have lived in a residence hall? at WCU _____ Other _____

Are you planning to take a class during the ADP summer session (Summer 2nd Session)? ** _____ (Yes/No)

Are you planning to have an additional part-time job during the ADP summer session? *** _____ (Yes/No)

***Note: Peer Assistants must have a minimum cumulative GPA of 2.5.**

**** Peer Assistants are permitted to take only one class, between the hours of 8 a.m. and 3:15 p.m.**

*****Additional part-time employment may only be between the hours of 8 a.m. and 3 p.m.**

Please type your answers to each question on a separate sheet of paper and attach your responses to the completed application. Your responses to these questions will assist the committee in the selection process.

1. Have you been actively involved in any campus organizations? If so, when and did you hold any leadership positions?
2. Why do you think there is a need for Peer Assistants during the ADP summer session?
3. Why do you want to be a Peer Assistant? What do you hope to gain from working with the program?
4. What unique qualifications do you bring to the program? What related education and training or employment have you had?
5. Describe any weaknesses you have that might hinder your role as a Peer Assistant.
6. The ADP students come from a variety of backgrounds. What skills and experiences do you bring to this position that would enable you to help these students?
7. Write a short autobiography.
8. Provide a copy of your resume.

I understand that my signature below:

- Certifies that the information which I am providing within this application is, to the best of my knowledge, accurate and complete;
- Certifies that I am not currently on any type of judicial probation and that I understand that my judicial record will be reviewed and considered prior to the final staff selection;
- Indicates that I voluntarily give the offices of the Academic Development Program and Residence Life and Housing Services permission to verify the information that I have provided;
- Acknowledges the fact that my name will be routinely compared with financial aid records.

Signature

Date

West Chester University of PA is an Equal Opportunity and Affirmative Action Employer.

FACULTY RECOMMENDATION
Peer Assistant for the Academic Development Program
West Chester University

Candidate's Name: _____

Under the provision of the Family Educational Rights and Privacy Act:

_____ I retain my right of access to this reference.

_____ I waive my right of access to this reference.

Candidate's Signature: _____

Date: _____

Peer Assistants are responsible for communicating information, providing guidance, designing and implementing programs, referring students to campus resources, and enforcing university policies. Peer Assistants provide an important link between the University and the students. Inherent in this position is the responsibility to act as a role model for other residents and to live a lifestyle congruent with University policy. Your feedback will be helpful as we select our most qualified candidates.

I. Using the scale below, please rank this candidate in the following areas by circling the appropriate responses:

0 = No basis for comment
3 = Average

1 = Poor
4 = Above Average

2 = Below Average
5 = Excellent

Maturity	0	1	2	3	4	5
Listening Skills	0	1	2	3	4	5
Initiative	0	1	2	3	4	5
Interacting well with others	0	1	2	3	4	5
Communication skills	0	1	2	3	4	5
Assertiveness	0	1	2	3	4	5
Completing tasks on time	0	1	2	3	4	5
Leadership ability	0	1	2	3	4	5

II. On the back of this form, please provide any comments which may allow us to become more familiar with the candidate (i.e., strengths, weaknesses, unique qualities, etc.)

III. Please indicate your recommendation by checking one of the following:

_____ Highly Recommend _____ Recommend _____ Cannot Recommend

As the reference writer, I am submitting this form to the Academic Development Program Office in full accordance with the conditions set forth by the candidate named on this form.

Signature: _____

Date: _____

Name (please print): _____

Position: _____

PLEASE RETURN TO: The Academic Development Program Office, Lawrence 222.

STAFF OR SUPERVISOR RECOMMENDATION
Peer Assistant for the Academic Development Program
West Chester University

Candidate's Name: _____

Under the provision of the Family Educational Rights and Privacy Act:

_____ I retain my right of access to this reference.

_____ I waive my right of access to this reference.

Candidate's Signature: _____

Date: _____

Peer Assistants are responsible for communicating information, providing guidance, designing and implementing programs, referring students to campus resources, and enforcing university policies. Peer Assistants provide an important link between the University and the students. Inherent in this position is the responsibility to act as a role model for other residents and to live a lifestyle congruent with University policy. Your feedback will be helpful as we select our most qualified candidates.

I. Using the scale below, please rank this candidate in the following areas by circling the appropriate responses:

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Maturity	0	1	2	3	4	5
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Initiative	0	1	2	3	4	5
Interacting well with others	0	1	2	3	4	5
Communication skills	0	1	2	3	4	5
Assertiveness	0	1	2	3	4	5
Completing tasks on time	0	1	2	3	4	5
Leadership ability	0	1	2	3	4	5

II. On the back of this form, please provide any comments which may allow us to become more familiar with the candidate (i.e., strengths, weaknesses, unique qualities, etc.)

III. Please indicate your recommendation by checking one of the following:

_____ Highly Recommend _____ Recommend _____ Cannot Recommend

As the reference writer, I am submitting this form to the Academic Development Program Office in full accordance with the conditions set forth by the candidate named on this form.

Signature: _____

Date: _____

Name (please print): _____

Position: _____

PLEASE RETURN TO: The Academic Development Program Office, Lawrence 222.

RESIDENT ASSISTANT RECOMMENDATION
Peer Assistant for the Academic Development Program
West Chester University

Candidate's Name: _____

Under the provision of the Family Educational Rights and Privacy Act:

_____ I retain my right of access to this reference.

_____ I waive my right of access to this reference.

Candidate's Signature: _____

Date: _____

Peer Assistants are responsible for communicating information, providing guidance, designing and implementing programs, referring students to campus resources, and enforcing university policies. Peer Assistants provide an important link between the University and the students. Inherent in this position is the responsibility to act as a role model for other residents and to live a lifestyle congruent with University policy. Your feedback will be helpful as we select our most qualified candidates.

I. Using the scale below, please rank this candidate in the following areas by circling the appropriate responses:

1 – never 2 – seldom 3 – sometimes 4 – often 5 – always N/A

Abides by University policies in the residence hall	1	2	3	4	5	N/A
Has a genuine concern for others' needs	1	2	3	4	5	N/A
Participates in University and residence hall activities	1	2	3	4	5	N/A
Demonstrates leadership and initiative with other members on the floor	1	2	3	4	5	N/A
Has the ability to deal with conflicts, which arise on the floor	1	2	3	4	5	N/A
Has the ability to enforce University policies fairly	1	2	3	4	5	N/A
Appears to be confident in his/her abilities	1	2	3	4	5	N/A
Demonstrates maturity and emotional stability	1	2	3	4	5	N/A
Displays the ability to be trustworthy	1	2	3	4	5	N/A
Demonstrates the ability to work well in groups	1	2	3	4	5	N/A

II. On the back of this form, please provide any comments which may allow us to become more familiar with the candidate (i.e., how well you know the candidate, unique qualities, etc.)

III. Please indicate your recommendation by checking one of the following:

_____ Highly Recommend _____ Recommend _____ Cannot Recommend

As the reference writer, I am submitting this form to the Academic Development Program Office in full accordance with the conditions set forth by the candidate named on this form.

Signature: _____ Date: _____

Name (please print): _____ Building: _____

PLEASE RETURN TO: The Academic Development Program Office, Lawrence 222.