

## **Peer Mentor Center for Academic Excellence (CAE)**

### **Center for Academic Excellence's (CAE) Peer Mentor & Lead Peer Mentor Position**

#### **Program Overview**

The Center for Academic Excellence in the College of Letters & Science promotes the values of a liberal arts education and finds new ways for students to make a difference locally, nationally, and globally by partnering with students to make the [Wisconsin Experience](#) a reality.

The Center for Academic Excellence (CAE) provides an enriching, inclusive community and academic support for L&S students who are from low income or rural backgrounds, or the first in their family to attend college. CAE offers a variety of engagement opportunities, including high-touch advising, tutoring programs, health and wellness events, social events, graduate school preparation, and connections with high-impact life-changing opportunities.

#### **Job Summary**

Peer Mentors play a key role in CAE by assisting and mentoring students. They typically connect with new first-year students during the summer before they enroll and provide a safe and welcoming community in which new students can ask questions, get connected, and access tools and resources to successfully navigate the academic, personal, and social transition to college. Students selected to become Peer Mentors also take advantage of opportunities to develop and expand their leadership skills, their ability to lead and facilitate programming, and their organizational and interpersonal skills.

#### **Peer Mentor Qualifications:**

To hold an appointment as the Peer Mentor, you must meet the following criteria:

- Be in good academic standing; minimum GPA of 2.5 (if not, please explain in this application);
- Have completed two semesters at UW by Fall 2024;
- Must be available for in-person training (Aug 19-23, 2024) and early arrival programming (Aug 26-30, 2024);

- Ability to work with diverse students and staff;
- Flexibility and ability to adapt easily;
- Be willing to be a good role model to incoming students;
- Strong critical thinking and communication skills;
- Ability to work independently and collaboratively;
- Some experience in or interest in event planning, developing marketing materials, and event promotion;
- Have strong organizational and administrative skills and attention to detail.

### **Lead Peer Mentor Qualifications:**

To hold an appointment as the Lead Peer Mentor, you must meet all of the criteria for the Peer Mentor position and have at least one year of peer mentoring or similar, or one summer of house fellow experience.

### **Responsibilities:**

As a peer mentor, you must be able to fulfill the following duties:

- **Establish a mentor/mentees relationship with 10-15 students:**
  - Provide mentorship to incoming CAE students on their transition to UW-Madison;
  - Connect students with academic, social, career, well-being, etc. resources in the CAE, at UW, and (as applicable) in the community;
  - Facilitate first-year student engagement and community building in the CAE;
  - Serve as a role model to mentees within the areas of student life, engagement, academic-life balance, and self-care practices;
  - Establish ongoing connections with partner CAE advisors on issues related to supporting assigned mentees.
- **Fulfill weekly office hours in the CAE space,** serving as a drop-in resource for mentees and completing CAE projects.
- **Assist with events/programming:** Facilitate programming and community building for the first-year cohort;
  - Engage students during early arrival programming, introducing them to CAE and campus, facilitating awareness of CAE and campus resources, and establishing peer-to-peer connections among students;

- Take responsibility for organizing programming activities each semester (e.g., coordinate community partnerships, organize volunteering in the community, coordinate social hour, Sunday emails, student creative projects, etc.);
- Engage during staff meetings, professional development, and programming, and assist with other CAE event planning, outreach, and coordination (e.g., admissions days, student panels, etc.);
- Engage with students over social media, as needed.

- **Lead Peer Mentors:**

- Prepare and facilitate weekly peer mentor meeting, create and send out agendas, reminders and meeting minutes afterwards.
- Engage in training and onboarding of new peer mentors
- Serve as link between CAE student leaders and CAE's professional team
- Provide oversight to peer mentor programming, work with peer mentors to set agendas for events, invite guest speakers, order supplies and food, create justifications, etc.
- Guide peer mentors via one-on-one conversations, maintain office hours for meetings and other job related projects. Lead Peer Mentors do not have a caseload of first year students.

**Salary:**

**Peer Mentors**

\$13 p/hour, 5-7 hours maximum weekly over the course of the fall and spring semesters of the 2024-2025 academic year.

**Lead Peer Mentors.**

\$14 p/hour, 10 hours maximum weekly over the course of the fall and spring semesters of the 2024-2025 academic year.

Please note that all returners are eligible for a \$0.50 raise upon good performance.

***We strongly encourage work-study students to apply.***

**Peer Mentor Training:**

To ensure that all Peer Mentors are prepared for the upcoming academic year, it is crucial to foster a positive group dynamic that will prepare us as a team to rise to the challenges. Therefore, a week-long

training session is organized to establish expectations, plan group events, arrange office hours, learn about mentoring rules/guidelines, and engage in other planning for the semester. **ALL SELECTED PARTICIPANTS MUST ATTEND** training sessions, programming events, and weekly staff meetings.

- Fall training is scheduled for **Monday-Friday, August 19th-23rd**.

### **Time Commitment:**

This position is from August 2024 – May 2025. There are also required dates from **August 19th-23rd**, that all peer mentors must be available for in-person training. Following the training, peer mentors will participate in some programming activities for incoming first-year students from **August 26th to August 30th**. During the academic year, hours will be distributed at up to 5-7 hours per week for Peer Mentors and up to 10 hours weekly for Lead Peer Mentors.

- **Peer mentors also must be available to participate in weekly staff meetings. Time will be determined during training week.**
- As class schedule allows, all Peer Mentors must be able to attend all program events.

### **Selection Process:**

A committee will review all applications. Applicants will be selected based on their **availability in the school year, essay responses, resume, and references**. Those selected will be contacted to schedule interviews for the week of **April 15th**. Students will be notified of their acceptance sometime in late April or Early May.

### **To apply:**

If you are interested in this position and would like to apply, please submit your resume and essay responses by: **Thursday, April 4th, 2024 at 11:59 PM**. If you have any questions or concerns, please do not hesitate to contact Hernan Rodriguez at hrodriguez4@wisc.edu.

### **Are you applying for the Peer Mentor position or Lead Peer Mentor position?**

*Reminder: You must have one year of peer mentoring (or similar) or one summer of house fellow experience to apply for the Lead Peer Mentor position.*

- Peer Mentor (5-7 Hours)
- Lead Peer Mentor (up to 10 Hours)

# Lead Peer Mentor Application

## Lead Peer Mentor Application: General Information

Name:	<input type="text"/>
Student ID#:	<input type="text"/>
Email Address (must be wisc.edu):	<input type="text"/>
Phone:	<input type="text"/>
Year in School:	<input type="text"/>
Major(s):	<input type="text"/>
Certificate(s):	<input type="text"/>
GPA:	<input type="text"/>
Expected Graduation:	<input type="text"/>

## Availability

	Yes	No	Partially available (please explain below)
Are you available during August 19 - 23 (in-person, 9am-3pm)? Please note that attending training is a requirement for the position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you available August 26 - August 30 (in-person, no conflicts)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If not available part of the time for training and or early arrival, please indicate below your availability.

**Please be sure to connect with Hernan at hrodriguez4@wisc.edu prior to completing the rest of this survey.**

Are you in good academic standing (within your school/college, department, program, CAE, have no Dean of Students action pending)?

- Yes
- No

If you are not in good academic standing and/or have a GPA below 2.5, please explain your academic plan and why you should be considered for this position below.

Will you be staying in University Housing (Dorms) during the 2024-25 Academic Year?

- Yes
- No

## **Lead Peer Mentor Application Pt. 2**

Please upload your resume (word or pdf forms only)

In one or two paragraphs, please describe briefly your interest in the position. What strengths do you bring to this role and how does it fit into your professional goals?

In one or two paragraphs, please describe how you would go about improving the peer mentoring program to best support our incoming students and peer mentors?

**References**

Please list your CAE advisor

Please provide contact information for an additional professional reference. (Ex. professor/TA, supervisor, etc)

Name:

Title:

Position:

Email:

Phone:

If you are not selected as a Lead Peer Mentor, would you like to be considered for the Peer Mentor position?

Yes

No

**Peer Mentor Application**

## Peer Mentor Application: General Information

Name:	<input type="text"/>
Student ID#:	<input type="text"/>
Email Address (must be wisc.edu):	<input type="text"/>
Phone:	<input type="text"/>
Year in School:	<input type="text"/>
Major(s):	<input type="text"/>
Certificate(s):	<input type="text"/>
GPA:	<input type="text"/>
Expected Graduation:	<input type="text"/>

## Availability

	Yes	No	Partially available (please explain below)
Are you available during August 19 - 23 (in-person, 9am-3pm)? Please note that attending training is a requirement for the position.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you available August 26 - August 30 (in-person, no conflicts)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If not available part of the time for training and or early arrival, please indicate below your availability. **Please be sure to connect with Hernan at hrodriguez4@wisc.edu prior to completing the rest of this survey.**



Are you in good academic standing (within your school/college, department, program, CAE, have no Dean of Students action pending)?

Yes

No

If you are not in good academic standing and/or have a GPA below 2.5, please explain your academic plan and why you should be considered for this position below.

Will you be staying in University Housing (Dorms) during the 2024-25 Academic Year?

Yes

No

Are you a returning peer mentor?

Yes

No

## Peer Mentor Application Pt 2

Please upload your resume (word or pdf forms only)

In one or two paragraphs, please describe briefly your interest in the position. What strengths do you bring to this role and how does it fit into your professional goals?

In one or two paragraphs, please describe how you would go about improving the peer mentoring program to best support our incoming students?

In one or two paragraphs, propose an event for CAE first-year students and explain why it is important.

**References**

Please list your CAE advisor

Please provide contact information for an additional professional reference. (Ex. professor/TA, supervisor, etc)

Name:

Title:

Position:

Email:

Phone:

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