

Peer Mentor Application Suggestions
Iowa State Learning Communities
--Striving to Become the Best

<i>Job Description</i>	<i>Suggestions/Options</i>	<i>Examples</i>
Description	Length of program (Semester; Year) Course / Residential based (Where it is located) Focus / goal of the program Student make-up (men/women; minority; international) Number of students in program Majors	➤ (____) Learning Community is a Fall semester program. 25 first-year men and women from all majors in the College of (____) may participate.
Qualifications	G.P.A. Class standing Courses completed Language requirements Computer skills Previous residence life experience Member of a student organization Ability to work well with others Member of specific student organization Communication skills Interpersonal skills Knowledge of university resources Problem-solving skills Creativity Creative Thinking Skills	➤ Under preferred qualifications: a member of MANRRS -- <i>AMES Learning Community</i>
Compensation	Flat Stipend Pay based on hourly work Room and board What is the hour / week commitment Accept additional employment?	➤ Demands on a peer mentors time are many. After academics, the mentor position takes next priority; therefore, mentors are not to accept additional employment.
"Balancing" expectations	Limits on extracurricular Statement on time commitment so that students can wisely choose other/external activities	➤ All extracurricular activities must be approved Requests for extracurricular activities should include the approximate amounts of time required each week. When conflicts arise in mentor duties and other activities, mentor responsibilities take priority. -- <i>Design Exchange</i>
Residential	Previous hall experience Communication skills Interpersonal skills (i.e. "strong desire to help others") Ability to work well with others Knowledge of university resources	➤ Applicants must have lived in the residence halls for at least (____) semester(s) to be considered for this position.
Interview Process	Who might be on the interview team	➤ Peer Mentor candidates will interview with the

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	Selection / Notification date How will they be contacted --Letter / phone call / e-mail Length of interview Interview specifics	current Peer Mentor and the Learning Community Coordinator. One hour interviews will be conducted during the week of April 10 th . All candidates will be notified by letter by April 19 th .
When to return the application	How will students return their application? --E-mail / Mail Where By what time Application should be typed Submit current resume with application Late applications	➤ Late applications cannot be considered but will be retained until the position is filled.
Who to contact	Who to contact about program Who to contact about interview if different Phone number, email, office location If current PM is willing to be contacted (check with him/her first)	➤ Questions about (___) Learning Community should be directed to <u>xxx</u> , the Learning Community Coordinator either by email (address) or phone (number). <u>Xxx</u> , the current Peer Mentor, may also be contacted by email (address) or phone (number).
<i>Responsibility</i>	<i>Suggestions/Options</i>	<i>Example</i>
Programming	<ul style="list-style-type: none"> ▪ Coordinate social out-of-class activities / events ▪ Conduct weekly meetings ▪ Coordinate team members e-mail list ▪ Help students become familiar with university resources ▪ Facilitate team-building activities 	<ul style="list-style-type: none"> ➤ Plan and execute informal meetings and outings--<i>Agriculture Minorities Empowered for Success</i> ➤ Advise and refer residents to appropriate university resources, as the need arises--<i>Casa Hispanica</i>
Individual consultation	<ul style="list-style-type: none"> ▪ Maintain an e-mail list to keep students informed of upcoming events ▪ Call / meet with students ▪ Implement study groups as needed ▪ Serve as a communication link between Learning Community coordinators, faculty and students 	<ul style="list-style-type: none"> ➤ Develop and maintain an e-mail list that offers weekly study tips-- <i>Agricultural Education and Studies Learning Community</i> ➤ Note weaknesses in study habits and suggest corrective study strategies--<i>Industrial and Manufacturing Systems Engineering Learning Community</i> ➤ Intercede as a concerned students and staff member when there is a violation of Department of Residence or University rules. - -<i>Human Development and Family Studies</i>

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		<p><i>Learning Community</i></p> <ul style="list-style-type: none"> ➤ Submit regular reports to your supervisor on meetings with students--<i>Design Exchange</i>
Meetings with supervisors and / or the Learning Community team	<ul style="list-style-type: none"> ▪ Work with staff to facilitate learning experiences (classes / programs) ▪ Assist in the evaluation of the learning community ▪ Attend a weekly meeting with Learning Community 	<ul style="list-style-type: none"> ▪ Attend weekly meeting with AgEdS and Greenlee School learning community coordinators--<i>Ag.com Learning Community</i>
Office hours	<ul style="list-style-type: none"> ▪ Maintain consistent office hours 	<ul style="list-style-type: none"> ▪ Arrange for "office hours" in residence hall room (1-2 hours / week)-- <i>Human Development and Family Studies Learning Community</i> ▪ Arrange "office hours" in dorm room and be available during these times for assistance 1-2 hrs/week--LEAD Living / Learning Community

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RESIDENTIAL		
Team relationships	<p>Establish relationships with RA/CA on house Meet regularly/ weekly with RA/CA to share information Collaborate with DOR staff Encourage LC involvement and attendance in house government, meetings, and activities; participate (PM) Attend regular/ monthly meetings with DOR Liaison, LCC, RA, HD Attend staff meetings of Hall staff (periodically, when invited, request time)</p>	<ul style="list-style-type: none"> ➤ Complement the work of the Resident Assistant by encouraging participation in house meetings and house activities and including interested residents in programs and activities planned by the Cross-Cultural Learning Community. – <i>Cross-Cultural Learning Community</i> ➤ Meet regularly with Resident Assistant to share information and concerns. – <i>HDFS Learning Community</i>
Policy	<p>Abide by all policies Challenge negative behaviors</p>	<ul style="list-style-type: none"> ➤ Follow Department of Residence rules and guidelines. – <i>LEAD</i> ➤ The Peer Mentor and the RA are key staff members who work together to develop a community conducive to student success by encouraging positive behaviors and addressing behaviors that are detrimental to the individual and/or community. Like all residents, the Peer Mentor must support the Department of Residence policies and has a responsibility as a citizen/house member to challenge negative behaviors. – <i>preferred statement by the Department of Residence</i>
"Counseling"	<p>Refer as appropriate Be available to discuss personal, academic, other concerns Know resources for appropriate referral Know your limits and know what you <u>must</u> share with LCC or HD</p>	<ul style="list-style-type: none"> ➤ Be available to members of the Learning Community to discuss personal, academic, cultural and other concerns. . . Refer students with serious concerns to the appropriate campus services. – <i>Cross-Cultural Learning Community</i> ➤ Advise and refer residents to appropriate university resources, as the need arises. – <i>Casa Hispanica</i>

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Visibility	Be available for formal and informal conversations in your room Any "hours" expectations for availability If "office hours" are considered as time available in room Availability during Fall move-in to meet students Active participation in LC functions	<ul style="list-style-type: none"> ➤ Post and maintain consistent office hours and be available to residents for informal and formal conversation in your room and in the studio space. – <i>Design Exchange</i> ➤ Be visible and available during move-in and meet participants as soon as they move in. – <i>LEAD</i> ➤ Be actively involved in Casa Hispanica activities. – <i>Casa Hispanica</i>
Communication	Provide information via bulletin board for LC Maintain bulletin board	<ul style="list-style-type: none"> ➤ Update Learning Community bulletin board on a monthly basis.