

NMSU Carlsbad Peer Mentor Job Description & Application Packet

The HSI Grant Service Office is looking to hire Peer Mentors! Peer Mentoring plays a crucial role in facilitating a successful First Year Experience for incoming NMSU Carlsbad students. Each peer mentor hired will be paired with a select course(s). Peer Mentors will work closely with Instructors and the HSI Grant Services Office to achieve the goals of the STEM Grant. Each mentor will serve as a role model and will introduce students in their assigned classes to the university's supportive learning resources, creating a safe and welcoming transition to life as an NMSU Aggie!

Qualifications: For consideration, candidates must possess the following qualifications:

- Minimum NMSU Carlsbad GPA of 3.0
- Minimum successful completion of 24 credit hours at NMSU Carlsbad
- Strong interpersonal skills
- Positive attitude with a willingness to learn new ideas
- Successful completion of College 101 class preferred
- Required attendance at the Peer Mentor Training held at the start of the semester

Responsibilities: Peer Mentors will have the following responsibilities:

- Assist students in interacting with instructor(s) bi-weekly
- Attend a bi-weekly meeting with the HSI Grant Services team
- Meet weekly with instructor(s)
- Organize and offer one social activity/team-building event per semester on campus
- Help students become familiar with university resources; advise and refer students to appropriate university resources
- Schedule one-on-one meetings with mentees each month
- Hold office hours outside of class
- Record activities and submit monthly reports to the HSI Grant Services Office
- Participate in training through HSI Grant Services as directed

Compensation:

Peer mentors receive a wage of \$12.00/hour and work up to 15 hours a week during a semester.

Application Process

Please complete the attached application and submit it to HSI Grant Services Office. You are required to submit two (2) completed Recommendation Forms (form is below): One (1) reference form is required from a previous employer, a neighbor, a previous teacher, school counselor, someone you know from an organization; and a second (2nd) reference form is required from an NMSU Carlsbad faculty member who taught a class that you completed. Both reference forms are required to be submitted along with the completed application, although each form may be submitted to Grant Services separately by the person giving the reference. Following review of all application materials, an interview will be scheduled for the finalists. Positions will be posted until all vacancies are filled, but please refer to the website for the initial application deadline for priority consideration.

If selected as a Peer Mentor, you will become an employee of NMSU and will be required to complete the required annual online compliance training. This will take a maximum of four hours of work time.

Questions about the Peer Mentor position or the application process should be directed to:

HSI Grant Services, Attention: Valerie Davis

Phone: 575-234-9257

carlsbad_grantservices@mailman.nmsu.edu

NMSU Carlsbad Peer Mentor APPLICATION COVER SHEET

Applications should be submitted to HSI Grant Services, email to:

carlsbad_grantservices@mailman.nmsu.edu, or deliver to Room 214B. Please be sure to include ALL required application materials. Confirm all components of the application by checking them off the following checklist:

Completed Application Packet Includes:

- Application Cover Sheet
- Application Form
- Employment History
- Short Answer Responses
- Class Schedule
- Recommendation Form sealed in an envelope (can be submitted by recommender)
- Interview availability

FOR GRANT SERVICES USE ONLY:

Received by: _____

Date Received: _____ Time Received: _____

GPA: _____

Recommendation forms (2 required)

1. _____

2. _____

Semester Class Schedule _____

NMSU Carlsbad Peer Mentor - APPLICATION FORM

PERSONAL INFORMATION:

Name: _____ NMSU ID: _____

Local Address:

Cell Phone #: _____ NMSU email:

DOB: _____

ACADEMIC INFORMATION

NMSU Cumulative GPA: _____

Major: _____

Minor: _____

Expected Graduation Date: _____

Is there anything that will prevent you from being a full-time student?

No _____

Yes _____ If yes, please explain: _____

INVOLVEMENT:

Please list up to four activities/honors you were involved in; explain any leadership positions you have held within these involvements. Please use a separate sheet of paper if needed.

1.

2.

3.

4. _____

EMPLOYMENT HISTORY: Please list previous and current employment history

Date(s) of Employment, Employer/Company Name, Position Title, Phone Number

Will you be employed (including work-study or internship positions) with an office other than the HSI Grant Services Office in the next academic year (Fall/Spring)? If yes, Where? How many hours will you be working per week?

SHORT ANSWER RESPONSES:

Please answer the following questions in 7-10 sentences each. Please **type** your responses and include them with your completed application on a *separate* piece of paper.

1. What interests you about the Peer Mentor position?

2. Describe a personal mentor you have had, and how did he/she make a difference in your life?

3. What are issues you faced as a first-year student and how do you think a Peer Mentor can help in the transition for other students?

By signing this form, I agree that if hired, I will be available for Peer Mentor training and understand the roles and responsibilities for this position. I authorize, through my signature below, the HSI Grant Services Office to obtain information relating to my academic and employment records. I permit my reference(s) to release employment information to NMSU Carlsbad.

Signature: _____

Date: _____

Name of Applicant: _____ (please print)

Name of Recommender: _____ (please print)

Relationship to Applicant: _____

The above named student is applying for a position as a NMSU Carlsbad Peer Mentor. Due to the responsible nature of this position, leadership ability, mature judgment and self-confidence are required. We ask you to be candid in your appraisal of the applicant. Recommendations provided on behalf of applicants are confidential, and are for hiring department use only.

1) Please rate the following items: **1-Not Observed 2-Poor 3-Fair 4-Good 5-Excellent**

___Awareness of campus resources

___Approachability

___Ability to represent NMSU Carlsbad with a Positive Attitude

___Ability to work with individuals one-on-one

___Communication Skills Decision Making

___Leadership Skills

___Maturity / Sense of responsibility_Organization

___Professionalism

___Promptness

___Self-Motivation

___Group Interaction

2) Please comment on the applicant's strengths, weaknesses and suitability for the Peer Mentor position. Feel free to write on a separate sheet or use the back of this paper.

Signature: _____ Date: _____

Job Title: _____ Phone: _____

Employer: _____ Email: _____

Please return completed form in sealed envelope to HSI Grant Services, carlsbad_grantservices@mailman.nmsu.edu Room 214B, NMSU Carlsbad, 1500 University Drive, Carlsbad, NM 88220. If you have any questions feel free to contact the HSI Grant Services Office at 575-234-9257.