

Peer Mentor Leader  
Application Packet

Please read and review the Job Descriptions for BOTH the Peer Mentor Leader and Peer Mentor.  
Complete the applications for each position; keep the job descriptions for your records.  
We will ask you to sign a copy upon selection as a peer mentor or leader.

Application Deadline:  
Monday, March 27, 2006

Email completed applications to  
[gomezm@apsu.edu](mailto:gomezm@apsu.edu)

or deliver to  
UC 208B

Or campus mail to:  
PO Box 4447 Attn: Melissa Gomez

Any questions contact Melissa Gomez:  
[gomezm@apsu.edu](mailto:gomezm@apsu.edu)

or  
931-221-7045

# *Austin Peay State University*

## **APSU 1000 Peer Mentor Leader Position Description, 2005-06**

The peer mentor leader serves as a leader to other mentors, directs efforts in one of four identified areas and is also student co-instructor with the faculty member teaching APSU 1000 in order to enhance freshman success.

The Peer Mentor Leader is a new position created to assist in the dissemination of information to other peer mentors, APSU 1000 instructors and students; to improve the quality of instruction and support provided by peer mentors to APSU 1000 classes and to increase the level of utilization and accountability of all peer mentors.

Four Peer Mentor Leaders will be selected. Along with serving as a leader to a specified group of fellow mentors, leaders will be responsible for enhancing the quality of APSU 1000 in one of four areas:

**Mentoring:** All peer mentors will be required to meet one-on-one or in small groups (3-5 students) with each student in their class during the semester. The Mentoring Peer Leader will be responsible for establishing the guidelines for this requirement and ensuring this requirement is being met.

**Activities:** APSU 1000 students are expected to attend campus events. The Activity Peer Leader will be responsible for informing fellow peer mentors and APSU 1000 classes of cultural, social and athletic events on campus. They will maintain a calendar, be active in SGA, SOC or other student organizations and be apprised of current and future events.

**Resources:** A large contributor to the success of APSU 1000 is the rapport between mentor and instructor and the activities/resources that are available to each. The Resources Peer Leader will be responsible for maintaining a file (both electronically and hard copy) of various resources, activities and tools to assist both the peer mentor and instructor in teaching APSU 1000.

**Research:** Timely and relevant feedback is critical to the continued improvement of any program. The Research Peer Leader will be responsible for developing and processing a reliable and relevant assessment tool regarding the impact and effectiveness of each peer mentor to their APSU 1000 class. The results will then be shared with each peer mentor and utilized for future improvements to the program.

Along with the duties described above, each leader is responsible for maintaining regular and timely correspondence with the mentors in his/her group; for attending, when applicable, meetings called by the Coordinator of New Student Programs or the First Year Experience Committee, along with the duties assigned to all peer mentors. See the attached Peer Mentor Job Description for those additional duties.

### **Accountability/Compensation**

- Leaders will be selected prior to peer mentor selection and assist with the interviewing and selection of peer mentors.
- The peer mentor leader will be paid an hourly rate of \$7.25/hr. with an anticipated 58 total hours for the semester (i.e. approximately \$435 for the semester; which includes training, orientation, and 3 hrs./week for the class). The peer mentor will be responsible for signing his/her time card located at the Office of New Student Programs every two weeks. The peer mentor leader will be paid for 3 hrs. of work per week unless an increase or decrease is indicated by the instructor or Coordinator of New Student Programs. Any increase in hours worked must be pre-approved by the Coordinator of New Student Programs and documented by either the APSU 1000 instructor or the coordinator.

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APSU 1000 Section #/Instructor

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Date

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Signature – Peer Mentor, Fall 2006

**Austin Peay State University**  
**APSU 1000 Peer Mentor**  
**Position Description, 2006-07**

The peer mentor serves as a student co-instructor with the faculty member teaching APSU 1000 in order to enhance freshman success. APSU 1000 is a course required of all first-time, full-time freshmen, students who enter the university with fewer than 12 credit hours, and students who enter the university with two or more DSP requirements. The course meets during freshman orientation, August 24-26<sup>th</sup>, and once each week beginning August 28-December 1, 2006. The peer mentor's anticipated commitment to the course is 2 hours each week. The peer mentor is expected to meet the class each class period and to be available at least one additional hour to assist both the instructor and students as needed.

**Responsibilities**

- Assist in the course: plan activities to support topics, deliver at least one topic (typically the Four Year Plan), maintain correspondence with students via Blackboard and APMail.
- Assist with freshman orientation, August 24-26, 2006.
- Attend all weekly class sessions (55 minute--14 weeks), and assist in the facilitation/presentation of class material and activities. The peer mentor will see that the classroom is in order (equipment stored properly in SMART classrooms, erase board) at the end of the class period.
- Meet with faculty instructor outside class to facilitate planning.
- Maintain regular correspondence with assigned peer leader.
- Serve as a role model of positive behavior, representing the University with pride and respect, in and out of the classroom.
- Facilitate interaction with new students. Engage all students in conversation and activities, including ice breakers, campus tour, and other activities. Meet either one-on-one or in a small group setting with each student at least once outside of class during the semester. (This can include any assistance provided to the small groups for their group projects.)
- Encourage student involvement on campus. Assist students in becoming connected with the Academic Support Center, Student Life and Leadership, SGA, Health and Recreation Services, and student organizations of interest to the student.
- Serve as a personal resource and contact for the students in your assigned class, sharing with them your experience at APSU and your knowledge of campus resources.
- Demonstrate the willingness to complete other reasonable tasks requested by the instructor or the Office of New Student Programs.

**Job Expectations and Requirements**

- Attend at least one training session. Time and date TBA.
- Attained sophomore-level standing and a minimum of a 2.75 cumulative GPA; maintain full-time student status and in good standing with Austin Peay State University.
- Be involved in the APSU campus activities and remain current in knowledge of APSU services and expectations.
- Speak positively of APSU experiences and promote benefits of APSU 1000.
- Report to each class on time and remain until class is dismissed.

I have read and agree to the responsibilities as outlined in the Peer Mentor Job Description

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



