

WESTERN NEW ENGLAND UNIVERSITY
PEER ADVISOR PROGRAM
Position Guide

Primary Role/Expectations

1. Assume mentoring responsibility for an assigned group of first year students.
2. Actively respond to the informational needs, psychosocial needs, and adjustment challenges of assigned advisees. Regularly, with a minimum number of four face to face interactions in the fall and three in the spring semester, not including Transitions meetings.
3. Initiate contact with new students prior to arrival on campus so as to demonstrate a "commitment to care".
4. Maintain regular and timely contact with assigned advisees throughout the advisee's first year with an emphasis on personal concern.
5. Serve as an accessible and approachable source of information for new students.
6. Implement fall and spring Transitions programs as directed.
7. Support the First Year Program in all of its dimensions including attendance at relevant programs. Help as needed, at Undergraduate Admission Open House programs.
8. Maintain a cumulative and semester grade point average of at least 2.5.
9. Attend all training sessions, including spring, summer and winter training.
10. Arrive back to campus early for Spring 2020 semester (**2-3 days in advance**) to attend winter training and participate in Spring New Student Orientation.
11. Complete journal entries (known as 'weeklies') biweekly throughout the academic year.
12. Attend "In Service" training sessions throughout the fall and spring semesters.
13. Check the PA Kodiak classroom regularly for updates and information.
14. Initiate partnerships with faculty advisors. It is expected that each PA will initiate self-introductions within the first week of class. It is expected that the PA will regularly consult about shared advisees on matters involving academic progress, new student survey, College Student Inventory, and course registration.

Advisee Outreach

15. Initiate outreach in response to academic and social integration needs, including but not limited to matter related to academic engagement and social involvement.
16. Confer with each advisee to provide a guide for interpreting the College Student Inventory.
17. Coach each advisee in consideration of on campus employment opportunity, specifically for work study students.
18. Assist each freshman advisee in preparation of a personal success plan (PSP) for the first semester of enrollment and revisit progress on a regular and timely basis.
19. Utilize the PSP document as the basis for evaluating personal progress at regular and timely intervals during the course of the semester. Revisit the PSP of each advisee at the onset of the Spring semester so as to identify sources of pride and areas of reconsideration.
20. Meet with Assistant Director for First Year Student Success regularly throughout the semester to review the PSP of each advisee, to monitor progress, to develop outreach strategies and expectations.
21. Prepare and send notes of congratulations in recognition of achievement and effort. Similarly, a note of encouragement during stressful periods is appropriate as is a note of condolence if death should occur among family or friends. Each advisee's birthday should be remembered by way of personal best wishes.
22. Take a proactive approach to encouraging advisee involvement by responding to advisee co-curricular interests and invitation to participate in clubs and/or in campus events. Recommend participants for emerging leader program, freshman council and other related outlets for involvement.
23. Recommend participants for emerging leader program, freshman council and other related outlets for student involvement.
24. Serve as resource for parent/family members of advisees, while maintaining the integrity of the PA-advisee relationship.

Campus Leadership Roles

25. Collaborate with other care agents toward integrating opportunities for student adjustment and/or monitoring conflict resolution.
26. Demonstrate by example and behavior an appreciation for interpersonal, cultural, social, sexual preferences, and religious differences. Participate in social issues programming held on the campus and encourage others to do the same.
27. Participate in major university-wide celebrations. Model participation in the academic community by attending those events designed to foster scholarly endeavor.

28. Serve to provide feedback and comment on the quality of student life and the educational experience.

WESTERN NEW ENGLAND UNIVERSITY

Peer Advising Program

Applicant Information

Peer Advising at Western New England University represents a cornerstone in new student adjustment and has been recognized nationally as a mentoring experience of unique proportion. Most important it has become a centerpiece in the first year program.

Recognizing that adjustment to the college experience, particularly for first year students can be full of anxiety and waiting pitfalls, Peer Advisors work closely with an assigned group of new students through the first year of matriculation at the University. The advising load will vary, averaging 18-20 advisees, depending on available resources and size of the entering class. Specific involvement includes such programs as fall and spring Transitions programs, freshman focus programs, development of personal success plans, response to early warning notices, and individual outreach initiatives. Peer Advisors often work in partnership with faculty advisors and other student affairs units.

A common thread in any of the assigned tasks is the personal interest in each advisee, being accessible at time of need and offering congratulations at times of success. Being a Peer Advisor means adapting a lifestyle of caring. It is about being a shepherd through the first year of student enrollment. It is about modeling successful strategies for intellectual and personal growth. It is about mentorship.

First time application for a position of Peer Advisor consists of the following elements:

1. Completion of formal application
2. Submission of one personal and one academic reference
Personal reference must be from staff, faculty, or appointed student leader at WNE; the academic reference must come from faculty with whom you have had class.
3. Completion of an information interview with a current PA
Interview will be assigned at time of filing of completed application.
4. Completion of group process interview *Scheduled at time of filing application.*
5. Completion of personal interview with Peer Advising Steering Committee.
6. Completion of personal interview with the AVP for Enrollment Management and Retention/Dean of First Year Students, Assistant Director for First Year Student Success, or Director for Student Success and Engagement.

At each stage of the application process, screening of applicants takes place as pertains to satisfactory progress toward admission to candidacy. Most specifically, screening decisions are made after the group interview to determine finalist applicants. Only finalist applicants are invited to the personal interview stages, following which candidates are chosen for admission to the training process.

Appointment as a PA and continuance in the position is contingent upon the following conditions. All appointments are for a period of one year:

1. Enrollment in a full-time undergraduate degree program.
2. Successful completion of at least 30 credit hours by May 2019.
3. Maintaining a cumulative and semester grade point average of at least 2.5
Preference is extended to first time applicants with a cumulative GPA of 2.7 or better.
4. Successful completion of approximately 20 hours of spring pre-service training appropriate to the position, including successful completion of competency exam.
5. Attendance at and participation in a personal development retreat.
6. Attendance at and participation in required training and Transition Program preparations prior to the opening of academic year, typically 10 days prior to start of classes.
7. Upholding prescribed standards of ethical conduct including demonstrated respect for diversity.

IMPORTANT DATES TO REMEMBER

Friday, January 25 th	Applications Due
Tuesday, January 29 th	PA Group Interview (From 6:30 -8:30 pm in Senate Chambers)
<u>OR</u>	
Wednesday, January 30 th	PA Group Interview (From 6:30 -8:30 pm in Senate Chambers)
Friday, February 1 st	Information Interview to be completed by this date
Monday, February 4 th	Applicant References Due Notification of Acceptance as Finalist for Personal Interviews
2/5 -2/15	PA Interviews with Steering Committee
2/11 – 2/28	Personal Interviews with Dean Jarzabski, Alyssa Caliguri, or Dominic Seguro
Friday, March 1 st	Final Decisions Made
Monday, March 4 th	Letters with final decisions available in OFTS beginning
Week of 3/4	Training begins

Peer Advisor Application

Western New England University

First Year Program

Please return this form to the Office of First Year Students and Students in Transition by **Friday, January 25th, 2019**. If you wish to email your application, please send to alyssa.caliguri@wne.edu and attach the application as a Word document or PDF. If sent via email, you will receive a confirmation email within 48 business hours.

Name: _____
JR

Current Year (circle): FR SO

Home City/State: _____

Major: _____

Local Address (Mailstop): _____

GPA: _____
Semester Cumulative

Cell Phone: _____

Date of Birth: _____

Email Address: _____

Current & Anticipated Activities/Campus Involvement:

Are there any other leadership positions for which you are applying for 2019-2020? ___ Yes ___ No.
If yes, please list:

1. Why did you choose Western New England University? Has the University lived up to your expectations? Why or why not?

2. What is your understanding of the Peer Advising position and what drew you to apply?

3. What qualities and characteristics do you believe you bring to the position?

4. Please discuss one transitional issue that you faced in your transition and share how a PA can play a key role in helping a student navigate a similar issue:

5. Please discuss what involvement opportunity (either at WNE or previously) has made the greatest impact on you as a person.

6. Please discuss a time when you dealt with a challenging situation. How did you handle the challenging situation?

7. How do you think the PA position will help you grow?

8. Why is peer advising so important?

List the names of two persons you have/will ask to provide a reference on your behalf (see attached). One must be a faculty member who you have had in class.

1. _____ 2. _____
Member of the Faculty (Faculty, Staff or Student Leader)

I hereby authorize named references to release academic and personal data relevant to my application. I further attest to the accuracy and validity of information supplied in my application. I further agree to allow application and reference material to be viewed by any such person directly involved in application decisions.

Signature*

**Please note: If sending electronically, please type your name in the above line. This e-signature holds the same weight and responsibilities of a handwritten signature.*

Western New England University

Peer Advising Program Reference

The student named below has filed an application for a position of Peer Advisor. As part of the applicant review process, attention is paid to observations of faculty, staff, and student leaders. Please help us with this evaluation by completing the information below. **Please return application references no later than Monday, February 4th, 2019.** Permission has been obtained from the applicant to release academic and personal information.

Applicant: I hereby waive my right of access to this information: YES NO
(circle one)

Applicant Signature: _____

Name of Applicant _____

How well acquainted? 1 2 3 4 5
only casual very well

How long have you known the applicant? ½ 1 2 3+ (years)

Comment briefly about the following characteristics. (2-3 sentences) If unable to comment, leave blank.

Personal Integrity/Industry/Persistence: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Academic Accomplishment/Promise: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Interpersonal Skills/Self Confidence: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Mentoring Capacity: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Communication Skills: 1 2 3 4 5
 Questionable Good Exceptional
Comments:

Ability to work independently: 1 2 3 4 5
 Questionable Good Exceptional
Comments:

Please comment on the applicant's ability to balance academics, leadership roles, and personal responsibilities:

Please comment on the applicant's commitment within activities or classes:

Overall Rating: 1 2 3 4 5
 Marginal Good Exceptional

Additional Comments:

Submitted by (Please Sign): _____
Please Print Name: _____

Please return references to the Office of First Year Students and Students in Transition (CC 137) no later than Monday, February 4th, 2019.

Thank you for your time!

Note: This information is routinely destroyed after the selection process is complete.

Western New England University

Peer Advising Program Reference

The student named below has filed an application for a position of Peer Advisor. As part of the applicant review process, attention is paid to observations of faculty, staff, and student leaders. Please help us with this evaluation by completing the information below. **Please return application references no later than Monday, February 4th, 2019.** Permission has been obtained from the applicant to release academic and personal information.

Applicant: I hereby waive my right of access to this information: YES NO
(circle one)

Applicant Signature: _____

Name of Applicant _____

How well acquainted? 1 2 3 4 5
only casual very well

How long have you known the applicant? ½ 1 2 3+ (years)

Comment briefly about the following characteristics. (2-3 sentences) If unable to comment, leave blank.

Personal Integrity/Industry/Persistence: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Academic Accomplishment/Promise: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Interpersonal Skills/Self Confidence: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Mentoring Capacity: 1 2 3 4 5
Questionable Good Exceptional

Comments:

Communication Skills: 1 2 3 4 5
 Questionable Good Exceptional
Comments:

Ability to work independently: 1 2 3 4 5
 Questionable Good Exceptional
Comments:

Please comment on the applicant's ability to balance academics, leadership roles, and personal responsibilities:

Please comment on the applicant's commitment within activities or classes:

Overall Rating: 1 2 3 4 5
 Marginal Good Exceptional

Additional Comments:

Submitted by (Please Sign): _____
Please Print Name: _____

Please return references to the Office of First Year Students and Students in Transition (CC 137) no later than Monday, February 4th, 2019.

Thank you for your time!

Note: This information is routinely destroyed after the selection process is complete..