

JOIN THE TEAM CARRY ON THE TRADITION LEAVE YOUR LEGACY BE A PEER MENTOR



Applications Due: Friday, April 12, 2019

All CUNY students are encouraged to apply.

To apply for a 2019-2020 position, visit
guttman.cuny.edu/peermanaging

peer**mentoring**
program

Guttman Community College



STELLA AND CHARLES
GUTTMAN
COMMUNITY COLLEGE

CU
NY



Guttman Peer Mentors

support the transition from high school to college and coach students throughout their educational career at Guttman. If you are academically focused, would like to get involved at Guttman in a deeper way, and enjoy assisting your peers inside and outside of the classroom, you should apply to be a Peer Mentor!

A Guttman Peer Mentor is:

- A confidant, guide, academic resource, coach, role model, and friend.
- Entrusted with facilitating the care, support, and learning of new and continuing students.
- Knowledgeable about campus resources, policies, and culture.
- Willing to share information, experiences, and accomplishments in a non-competitive way.
- Open, understanding, and approachable.

What we're looking for in a Peer Mentor:

- **Awareness of the Peer Mentor Position:** Knowledge of the position's responsibilities.
- **Communication:** Do you know when to speak up and when to listen?
- **Team Work:** Can you work to accomplish tasks within a group of team members?
- **Leadership & Maturity:** Do you take initiative? Are you a strong peer role model?
- **Critical Thinking:** Are you able to see issues from multiple perspectives?
- **Cultural Competency:** Are you encouraging and supportive toward others' cultures, identities, and beliefs?
- **Time Management:** Can you appropriately prioritize and balance tasks and time restrictions?

For more information visit: www.guttman.cuny.edu/peermanaging



Admissions & Access Peer Mentor

Admissions & Access Peer Mentors guide prospective students and families through Guttman's unique admissions process. These Peer Mentors coordinate and implement Admissions events including group information sessions, individual meetings, and campus tours. This includes weekly shifts, occasional evenings and select Saturdays. **Individuals who enjoy public speaking, event management, with strong customer service skills, and desire a career in counseling, advising, communications or public relations are well suited for the Admissions role.**



First Year Experience (FYE) Peer Mentor

FYE Peer Mentors assist first-year students with study skills, time management, organization, collaboration strategies, general academic competencies, and using online resources. FYE Peer Mentors are available for one-on-one and small group meetings in the Den (Room 105). They also participate in weekly in-class Studio and/or LaBSS sessions that are designed to build academic, professional, and leadership skills. **Individuals who enjoy public speaking, facilitation, collaborative group work, and desire a career in education or helping professions are well suited for the FYE role.**



Meet-Up Peer Mentor

Meet-Up Peer Mentors attend specific course sessions, facilitate in-class group work and present pieces of classroom lessons. Outside of the classroom, these Peer Mentors lead weekly group study sessions (Meet-Ups) to provide academic support in the areas of Algebra, Biology, Calculus, Chemistry, Precalculus, Reading/ Writing, and Statistics. **Individuals who are good communicators, patient, appreciative of different learning styles, have strong academic backgrounds, and desire a career in teaching or education are well suited for the Meet-Up role.**



Transfer Peer Mentor

Transfer Peer Mentors design and facilitate Transfer Bridge workshops and Alumni Transition Touch Points for Guttman graduates. These workshops/touch points cover tips on navigating academic and administrative matters at the senior college, time management and organizational skills, and getting involved on campus. **Guttman alumni who currently attend a CUNY senior college, who are involved in campus life, who possess strong communication skills, and who desire a career in education or helping professions are well suited for the Transfer role.**



QUALIFICATIONS

In order to qualify for a Peer Mentor position, you must:

- Have completed 1 year at a CUNY or four-year institution by the start of appointment on August 12th, 2019.
 - Transfer Peer Mentor applicants must be Guttman alumni who have completed 1 year at their senior college by August 12, 2019.
- Be a full-time student during the Fall 2019 semester (part-time students graduating mid-year may apply).
- Have a 2.75 cumulative and 2.5 semester grade point average or higher for **Admissions & Access, First Year Experience (FYE), and Transfer** peer mentor positions.
- Have a 3.0 cumulative and 2.5 semester grade point average or higher for **Meet-Up** peer mentor positions.
- All Peer Mentors must maintain the required cumulative/semester GPA to maintain employment.
- To be eligible to be hired as a Peer Mentor, students must:
 - *Have a valid Social Security Card; and*
 - *Have the proper work authorization required by the U.S. Citizenship and Immigration Services (USCIS). Full list of acceptable documents (page 3).*
 - *If you have questions or concerns about your work authorization status, please contact the Office of Human Resources at (646) 313-8177.*

TIME COMMITMENT

Please note that in order to accept a Peer Mentor position you must participate in all training days.

- Applicants must be available to attend Mentor Leadership Development (MLD) sessions 9am-5pm, Monday-Thursday (**August 12th-15th**) and Monday-Wednesday (**August 19th-21st**).

All training days are mandatory.

- Peer Mentors will work **12 hours per week after August 22nd, 2019.**
- Some periods of time will require greater staffing, including evenings and weekends.

COMPENSATION

This is a part-time position that is compensated in the following ways:

- Ongoing professional development opportunities including conference/workshop attendance.
- Networking and mentoring opportunities with Guttman/CUNY faculty and administrative professionals.
- An hourly wage of \$15.00.

APPLYING IS AS EASY AS 1-2-3!

Page 5

Complete your online application:
www.guttman.cuny.edu/peermanaging



1

A completed online application includes:

- **General Information**
- **3 Short Answer Responses**
- **2 Professional References** (name & contact information only – please *do not* submit reference letters). References should be current or former faculty, staff, supervisors, or advisors who can speak to your leadership abilities and qualifications for the Peer Mentor position.



2

Upload your updated résumé:

As part of your application, upload your current résumé.

Only PDF files will be accepted.

➔ Please use the following format to name your file:

Last.First.Resume (ex: Martinez.Juan.Resume).



3

Upload your unofficial transcript:

As part of your application, upload your most recent unofficial transcript. Only PDF files will be accepted.

➔ Please use the following format to name your file:

Last.First.Transcript (ex: Martinez.Juan.Transcript).

Application Deadline: April 12th at 5pm!

**Have questions? Stop by The Den (105) or email
peermanaging@guttman.cuny.edu.**

APPLICATION TIMELINE

Page 6

Please note these important dates in the application process.

Save the date for the **Group Interviews (5/4)** and **Individual Interviews (5/10)** as they are required in order to advance in the process.

Applications Available Online: Monday, March 4, 2019

Access the application and full position descriptions at: www.guttman.cuny.edu/peermanaging.

Nomination Period: March 4-22, 2019

Students, faculty, staff, graduate coordinators, and current Peer Mentors may nominate outstanding Guttman and CUNY students to apply for a Peer Mentor position. Nominees will receive a personalized email encouraging them to submit a Peer Mentor application! Receiving a nomination does **NOT** exempt students from submitting all required application materials. Please note that students do **NOT** need to be nominated in order to apply. Submit nominations at: www.guttman.cuny.edu/peermanaging.

Information Sessions: Multiple Days/Times (See Below)

Presentations about the various Peer Mentor roles will be facilitated by professional staff and Peer Mentor representatives. Attendance at an information session is highly recommended for anyone who is considering applying for a position.

- Tuesday, March 12, 2019, 11:30am-12:30pm, Room 403
- Wednesday, March 13, 2019, 6:30-7:30pm, Atrium

Applications Due: Friday, April 12, 2019 by 5:00pm

All application materials must be submitted electronically by the deadline. Application form can be found at www.guttman.cuny.edu/peermanaging.

Group Process: Saturday, May, 4 2019

Invited applicants are required to participate in a Saturday group interview process from **10am-1pm or 2pm-5pm**. You will be notified of the exact timeframe via email in your group process invitation.

Individual Interviews: Friday, May 4, 2019

Invited applicants are required to participate in an individual interview. Interviews are scheduled to last between 20 and 30 minutes. You will receive further details via email in your individual interview invitation.

Decision Letters Sent: Friday, May 31, 2019

Decision letters will be emailed to your Guttman or CUNY email account. You will receive a letter whether or not you are offered a position.

Have questions?

Stop by The Den (105) or email peermentoring@guttman.cuny.edu.