

Peer Mentor Application Summer/Fall 2010 & Winter 2011

What is the Peer Mentor Program?

The Peer Mentor Program is designed to showcase role models in the school, and represent The Art Institute of California-San Francisco during internal and external events such as Orientation, Graduation and student events and activities. The Peer Mentors will have a positive influence on future/current students as well as developing their own leadership capabilities.

Mission Statement

The mission of The Art Institute of California-San Francisco Peer Mentor Program is to allow current students an opportunity to participate in creating and enhancing the college community. Through participation in a cohesive training program students are given the opportunity to enhance their leadership skills, and prepare for interactions with current and prospective students. The Peer Mentors' dedication and positive interaction with peers and visitors will serve to benefit The Art Institute of California-San Francisco community.

What are the benefits to being a Peer Mentor?

- Develop leadership skills.
- Improve interpersonal and conversational skills.
- Significant input on events and activities planned.
- Promote positive change for the AiCASF community.
- Enhance your resume.
- Receive payment of \$ 9.79hr for your work.

What are the qualifications in order to be eligible?

- Minimum of a 2.5 CGPA.
- Completed a minimum of 1 quarter at AiCASF.
- In good academic, financial, and disciplinary standing with the school.
- Excellent oral communication skills and poise in interacting with diverse populations.
- Enrolled in at least 12 credit hours per quarter.
- Registered to work on campus.
- We are always willing to accept applications from all majors, but there is only one slot open per major. Please check signage or Ryan Howe for information on specific major openings.

What are my obligations as a Peer Mentor?

- Commitment to the Peer Mentor Program for a minimum of 3 quarters.
- Mandatory participation in Orientation on July 9, 2010, October 1, 2010 and January 7, 2011.
- Present in coordination with Academic Advising at 1 Portfolio Foundations class each quarter
- Participation in Club Fair, 1st week activities, Graduation, Open House and Peer Mentor events
- Participation/facilitation of 1 event per month as determined by the Student Development Staff
- Participation in Peer Mentor Week and facilitation of 1 event for that week (this program varies each quarter)
- Mandatory training sessions being held on July 6, 2010, September 28, 2010 and January 4, 2011.
- Attend weekly meetings on Mondays from 12-1pm.
- Maintain a minimum of a 2.5 GPA.
- Other duties as assigned.

What is the process of becoming a Peer Mentor?

Fill out the Peer Mentor application. Your application will be reviewed and an interview may be scheduled. Interviews will be conducted by Student Development. Upon completion of interviews, students will be notified of their status with the program.

How do I apply?

- Register with Career Services.
- Go to Financial Aid to determine Federal Work Study eligibility.
- Review job description and ensure you meet all of the qualifications for the position.
- Complete application and turn in by the Friday of Week 9 at 5pm to the Student Affairs Center, 4th floor of 10UN.
- Have recommendation form filled out by a teacher, staff member, current or previous supervisor-make sure it is turned in by Friday of Week 9 at 5pm.
- Get a copy of your unofficial transcript and turn in with application.
- If hired, you must complete the Human Resources orientation that happens every Tuesday at 12pm on the 7th floor. You MUST complete all paperwork before you start working.

Who can I contact if I have questions? Contact Ryan Howe, Student Development Coordinator at (415) 276-4026 or rhowe@aii.edu OR Tera Porterfield-Balog, Associate Dean of Student Affairs at (415)276-4028 or tbalog@aii.edu.

Peer Mentor Application

Please return this application with an *unofficial transcript* and a Recommendation Form to Ryan Howe, Student Development Coordinator by **Friday of Week 9, 5:00pm.**

Name: _____ Quarters at AiCASF: _____

E-mail Address: _____ Phone: _____

Local Address: _____

Cumulative GPA: _____ *Note: Applicants must have a minimum cumulative GPA of 2.5 to apply*

When did you enter AiCASF? _____ Major: _____

Do you currently or have you ever worked for AiCASF? (Circle one) Yes No

If yes, list name of supervisor and department _____

T-shirt size _____ (to be worn for Orientation and other events)

Anticipated Quarter Commitments

Please list all of the commitments you have planned for the coming quarter including an estimate of how many hours per week you will spend on each activity.

Description of Activity	Hours/Week
Classes/Academics How many classes?	
Work/Volunteering	
Clubs/Organizations	
Other (please specify)	

Please answer the following:

(If you need more space, attach an additional sheet.)

1. List past and present college extracurricular involvement.
2. Why did you choose to attend The Art Institute of California-San Francisco? Would you recommend AiCASF to others?
3. Describe your transition to AiCASF (1st quarter or quarters). Based on your experience, what advice would you give new students in order to make their transition a smooth one?
4. Why are you interested in being a peer mentor?
5. What personal strengths do you have that would contribute to your developing leadership potential and what are skills you would like to gain from this opportunity?

I have read and understand the expectations of the Peer Mentor position and am willing to carry out those responsibilities if I am selected.

Signature

Date

Application due to Ryan Howe, Student Development Coordinator by
Friday of Week 9 at 5:00pm, 10UN, 4th floor (Student Affairs Center)

Peer Mentor Recommendation Form

Reference must be from a faculty or staff member at AiCASF or an outside current or previous supervisor.

_____ has applied for a position as Peer Mentor. The Peer Mentor Program is designed to showcase role models in the school, and represent The Art Institute of California-San Francisco during internal and external events such as Orientation, Graduation and student activities. We are looking for applicants who are able to build rapport with other students and staff members, who are responsible and hard working, and who are able to define their own tasks and complete them with minimal supervision.

Your recommendation in these areas is very important. We would appreciate your candid appraisal of this applicant's potential in the areas listed below. We realize you may not be able to make meaningful ratings on all of the characteristics, so please feel free to indicate that you have no basis for judgment if you do not. We will need your recommendation by no later than **Friday of Week 9 at 5pm**. Please return it to: to Ryan Howe, Student Development Coordinator in 10UN, 4th floor. If you would like more information about the position, please call (415) 276-4026 or e-mail rhowe@aii.edu . Thank you so much for your assistance in this process!

Please use the following scale to rate the applicant (circle your choice):

0 = Don't Know 1 = Poor 2 = Weak 3 = Average 4 = Strong 5 = Outstanding

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|---|---|---|---|---|---|---|
| 1. Able to complete tasks correctly and on time. | 0 | 1 | 2 | 3 | 4 | 5 |
| 2. Works effectively with minimal supervision. | 0 | 1 | 2 | 3 | 4 | 5 |
| 3. Pays close attention to details and/or keeps accurate records. | 0 | 1 | 2 | 3 | 4 | 5 |
| 4. Works well with others and is adaptable. | 0 | 1 | 2 | 3 | 4 | 5 |
| 5. Is inspiring to others, stands out in group efforts. | 0 | 1 | 2 | 3 | 4 | 5 |
| 6. Articulate and clear in verbal expression. | 0 | 1 | 2 | 3 | 4 | 5 |
| 7. Comfortable speaking in front of others. | 0 | 1 | 2 | 3 | 4 | 5 |
| 8. Sensitive to the needs of others in a group situation. | 0 | 1 | 2 | 3 | 4 | 5 |
| 9. Able to relate well to those different from him/herself. | 0 | 1 | 2 | 3 | 4 | 5 |
| 10. Has a degree of tact in difficult situations. | 0 | 1 | 2 | 3 | 4 | 5 |
| 11. Capable of managing several projects at one time. | 0 | 1 | 2 | 3 | 4 | 5 |
| 12. Comfortable sharing his/her experiences with others. | 0 | 1 | 2 | 3 | 4 | 5 |

Overall, what recommendation would you give for this student?

Recommend with enthusiasm

Recommend

Recommend with reservation

Would not recommend

How long have you known the applicant and in what capacity? _____

Please use this space for any further information regarding your recommendation.

Name of person providing reference (please print): _____

Signature: _____ Date: _____

**Please return the form to
Ryan Howe, Student Development Coordinator, 10UN, 4th floor (Student Affairs Center) by
Friday of Week 9 at 5pm. Thank you!!**