Thank you for your interest in the Peer Advocate Leaders Program (PAL) Peer Mentor position with the Office of Student Development. Please review the following information and submit your application materials by Thursday, March 2nd at 10pm.

MINIMUM QUALIFICATIONS

- The official period of employment will be from May 18, 2017 through (potentially) May 12, 2018
- PALs must have at least a 3.0 cumulative GPA to qualify for employment and must maintain at least a 3.0 cumulative GPA during the semester of employment. Failure to maintain a 3.0 GPA may result in reduced participation or dismissal from the program
- Peer Mentors are expected to act as university representatives on behalf of The University of Colorado Denver, exhibit behavior appropriate to the university and the Student Code of Conduct, demonstrate excellent student service skills, fully participate in all training activities, and provide feedback to the Office of Student Life concerning program issues of any kind (personnel, programmatic, etc)
- Must be a full-time (≥12 credit hrs. per semester), undergraduate student who is an upper-classman and will graduate in May 2018 or later
- Must be a student in good standing with the university

PREFERRED QUALIFICATIONS

- Must demonstrate a positive attitude and strong work ethic
- Must be willing to learn, grow, and develop leadership skills through the position
- Must have strong desire to assist students with their personal and academic adjustment to CU Denver including but not limited to helping students explore study skills, time management, balance, the importance of campus and community involvement, engagement, making healthy choices, personal decision making, assertive communication, conflict resolution skills, and identity exploration
- Must display high level of professionalism
- Must maintain a high energy level and enthusiasm when working with students and PALs
- Must demonstrate pride in the CU Denver experience
- Must be open to supporting other peer mentors
- Possess a commitment to working with diverse populations, identities, and experiences
- Must be available for ALL Peer Mentor time commitments (see page 5)
GENERAL MENTOR RESPONSIBILITIES
The Peer Advocate Leader Program (PAL) is an opportunity for mentors to focus and assist first year and upperclassmen students in their transition to and progress at the University of Colorado Denver.

- Attend all trainings, leadership, supervision, and professional development meetings
- Participate in new student orientation, convocation, CU 411 and other relevant student activities
- Regularly document contacts with students throughout the semester via a contact log
- Organize and facilitate one-on-one meetings with mentees
- Manage a semester budget of $250-$500 by planning and organizing social and academically focused events for your mentees
- Meet regularly with PAL Coordinator to discuss personal goals, updates for the PAL Program as well as reflecting upon your experiences in leadership and professional development sessions
- Actively participate in other Office of Student Development programming
- Organize professional development opportunities and resources for peer mentors
- Perform other duties as assigned

The Summer Engagement PAL Position: 25-30 positions available
May 2017-August 2017
Over the summer, the PAL program works to support incoming students in guiding their transition from high school to college. This support comes in the form of individual and group mentoring, along with intentional event programming designed to offer students an extended orientation experience at CU Denver.

- Connect with incoming first-year students at New Student Orientation sessions
- Attend regularly scheduled office hours to plan outreach communication and upcoming events
- Reach out to individual incoming students via phone and email
- Participate in summer event programming, engaging students individually and in groups
- Assist with event marketing, setup, implementation, breakdown, and debrief tasks
The First-Year Experience & Spring Engagement PAL Position: 30-35 positions available

*August 2017-May 2018*

PALs meet weekly with a small group that is lead by an upper classman PAL. For the First Year Experience (FYE) emphasis, PALs are paired with an FYE instructor in order to support a small group of approximately 25 first year students, who have registered for an FYE course.

**Specific First-Year responsibilities include:**

- Assist first-year students with their transition to CU Denver by collaborating with a CU Denver FYE instructor/ faculty member and the Director of FYE
- Attend the FYE course at least once weekly
- Along with the instructor, develop a comprehensive, semester long schedule of events (semester plan), meetings, service opportunities and out of classroom engagement opportunities for the identified group
- Meet regularly with other peer mentors (small group) to discuss personal and professional development, and to coordinate and plan weekly engagement opportunities for students
- Facilitate and attend meetings, study groups, or programs for your assigned FYS student group.
- Communicate regularly, effectively, and efficiently with students registered in your group during orientation, through summer and throughout the fall and spring semester

**Additional Learning Community (LC) responsibilities include:**

- Mentor all students enrolled in the learning community
- Attend the FYE course in the LC
- Attend other course(s) if needed and/or according to you and your instructor’s semester plan
- Meet weekly with BOTH LC instructors and include BOTH LC instructors in any PAL communication, planning, events, etc.
- Other general PAL duties

**Specific Spring Engagement responsibilities include:**

- Assist your PAL Proposal (aka “PALposal”) small group leader in creating a plan for spring engagement programming, research or program development that aligns with PAL’s mission, vision and values
- Coordinate, staff and execute engagement activities for first-year students during the Spring semester
- Maintain contact with your FYE mentees throughout the Spring semester
- Continue to offer support and mentorship for students in transition
- Communicate issues/ suggestions to PALposal small group leader
- Other general PAL duties
The Student Success PAL Position: 2-3 Positions Available

*May 2017-May 2018*

For the student success emphasis, PALs reach out to students on academic probation, transfer students, other special populations and students who request a one-on-one PAL.

**Specific Student Success responsibilities include:**

- Communicate regularly, effectively, and efficiently with students assigned to you during orientation, through summer and throughout the fall/ spring semester
- Reach out to students via phone and email
- Work with an academic advisor (if applicable) to create a plan to reach out to students placed on academic probation
- Work with students on academic probation to complete the “Academic Success Plan” by promoting timely completion, and by connecting students with relevant resources to have a successful semester
- Continuously evaluate and communicate PAL’s academic success outreach initiatives and help the PAL Coordinator make decisions for changes and improvements moving forward
- Coordinate at least one outreach program for transfer students during the fall semester
- Support PAL’s collaboration with the Transfer Admissions Center, including being present at some events hosted by the TAC
- Review, evaluate and update guides and processes created by previous Student Success PALs
- Maintain regular communication with PAL Coordinator
- Promote student engagement both by informing students about engagement opportunities and by engaging with those students
TIME COMMITMENTS/IMPORTANT DATES

The summer scheduling often involves previous commitments, thus we are committed to scheduling meeting times according to everyone’s availability. Attendance during the following dates is mandatory:

- **Summer Hours (June- August):** 7-10 hours per week
- **Peer Advocate Leader Welcome & Orientation:** May 18th, 3-5 p.m.
- **PAL training:** 8 a.m.- 2 p.m. each day
  - Level I, Part 1- June 8th
  - Level I, Part 2- June 15th
  - Level II, Part 1- July 6th
  - Level II, Part 2- July 13th
  - Level III, Part 1- July 27th
  - Level III, Part 2- August 3rd
- **PAL/ SGA Retreat:** Week of August 7th (overnight event- 2 nights)
- **PAL/ FYS Faculty Breakfast & FYS Training:** Early August (TBA)
- **New Student Orientation (pick 5 minimum):** May 19th, May 26th, June 2nd, June 9th, June 16th, June 23rd, June 30th, July 14th, July 21st
- **Kick-off Events:**
  - CU Prep Week: August 14th-18th
  - Convocation: Aug. 18th
  - Welcome Week: Aug 21st - 25th
- **CU 411:** September 7th, 3 – 8 p.m.
- **Spring Mini Retreat:** January 12th, 12- 5 p.m.
- **Rocky Mountain Peer Leadership Conference:** March, TBA (all day conference)
- **Fall Hours (average):** 8-10 hours per week
- **Spring Hours (average):** 6-8 hours per week
REMUNERATION

- Compensation will be at $10/hour for a maximum of 10 hours/week. (*Greater number of hours during the PAL retreat and the week before the semester begins*)

APPLICATION

- Complete the [online application form](https://orgsync.com/97222/forms/241697) which asks you to include:
  - Resume
  - Unofficial transcript
  - 2 essays of 500 words or less
  - 1 faculty/staff recommendation
    - Faculty/staff recommendation form can be found [here](https://orgsync.com/97222/files/941395), at ucdenver.edu/PAL or via email

- All application materials are [due Thursday March 2nd, by 10 p.m.](#)

- Please address any questions/concerns to:
  Molly Miller, M.A.
  Coordinator, Peer Advocate Leader Program
  Email: molly.h.miller@ucdenver.edu
  Phone: 303-556-5806