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 Friday, March 2nd at 11:59 p.m.

MINIMUM QUALIFICATIONS

• The official period of employment will be from May 18, 2018 through December 15, 2018 with the potential for renewal in Spring 2019 pending payroll availability
• 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 2019 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 Life & Campus Community programming
- Organize professional development opportunities and resources for peer mentors
- PAL mentors are considered “Responsible Employees” since in their job role as “peer mentor” they could be perceived as being in a position of power where as someone might disclose sensitive information. Responsible Employees are expected to report incidents regarding student conduct, student concern, or equity concerns as soon as possible. This also includes incidents that occur off-campus, incidents that might involve only one of our campus community members, AND incidents that are “word of mouth.” It is not the responsible employee’s job to investigate this info to try to determine the “truth” So we encourage folks to show compassion to the person disclosing and then try to give a warm hand off to the Office of Equity to go over how the office can help.
- Perform other duties as assigned
The First-Year Experience PAL Position: 24-30 positions available

May 2018-Dec 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 class 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 and, at a minimum, meet bi-weekly with your FYE faculty partner
• 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
• Hold weekly office hours in the PAL Lounge based on your student schedule
• Coordinate and facilitate 20-30 minute one on one meetings with each student enrolled in your assigned FYE course
• Present at least one "skills workshop" to the students in your FYE course. Topics can include but are not limited to: wellness, time management, study skills, or campus resources
• Plan and facilitate and attend study groups, or programs for your assigned FYE student group while utilizing and tracking a budget of $250-$500
• Communicate regularly, effectively, and efficiently with students registered in your FYE course

Additional Learning Community (LC) responsibilities include:

- Mentor all students enrolled in the learning community
- Attend the FYE course in the LC, at a minimum
- 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
The Student Success PAL Position: 1-3 Positions Available  
*May 2018-Dec 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 PAL responsibilities include:**

- Hold weekly walk-in office hours for students on academic probation and new transfer students
- Facilitate one on one meetings with any CU Denver student who requests a mentor, students on academic probation and/or new transfer students
- 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 3 (three) outreach programs for students during the fall semester
- 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
- **Transfer PAL Only:** Complete additional Transfer PAL Training during the summer and manage a $3000 operating budget in conjunction with PAL Coordinator
  - Support PAL’s collaboration with the Center for Identity and Inclusion and the Transfer Admissions Center, including being present at some events hosted by the TAC
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 (July- August):** 7-10 hours per week
- **Peer Advocate Leader Welcome & Orientation:** May 18th, 3-5 p.m.
- **PAL IMTPC Training:** All training days are from 8 a.m. to 5 p.m.
  - **Level I-** July 13th
  - **Level II-** July 20th
  - **Level III-** July 27th
- **PAL/ SGA Retreat:** Week of August 6th (overnight event- 2 nights)
- **PAL/ FYS Faculty Breakfast & FYS Training:** August 13th, Time TBA
- **Kick-off Events:**
  - **CU Prep Week:** August 13th-17th
  - **Convocation:** Aug. 17th
  - **Welcome Week:** Aug 20th – 24th
- **PAL Team Meetings:** One Friday per month (about 1 hour each, exact time TBA)
  - August 31
  - October 5
  - November 2
  - December 7
- **CU 411:** September 6th, 3 – 9 p.m.
- **Rocky Mountain Peer Leadership Conference:** March, TBA (all day conference)
- **Fall Hours (average):** 8-10 hours per week
REMUNERATION

• Compensation will be at $11.00/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://mylynx.ucdenver.edu/submitter/form/start/143787) which asks you to include:
  o Resume
  o Unofficial transcript
  o 2 essays of 500 words or less
  o 2 faculty/staff recommendations
    ▪ Faculty/staff recommendation form can be found here (https://mylynx.ucdenver.edu/actioncenter/organization/pal/documents), at ucdenver.edu/PAL or via email
• All application materials are due Friday, March 2nd, by 11:59 p.m.
• Please address any questions/concerns to:
  Molly Miller, M.A.
  Coordinator, Peer Advocate Leader Program
  Office of Student Life & Campus Community
  Email: molly.h.miller@ucdenver.edu
  Phone: 303-315-5493