

## **Peer Advocate Leader (PAL) Program Position Description & Application Instructions 15-25 Positions Available**

**Position Dates: July 2023-December 2023**

Thank you for your interest in the Peer Advocate Leaders Program (PAL) Peer Mentor position with the Office of Student Transitions and Family Engagement. Please review the following information and submit your application materials by **Friday, March 24<sup>th</sup>, 2023 at 11:59pm.**

**Link to Application:** [https://ucdenver.co1.qualtrics.com/jfe/form/SV\\_eKW3jB6vIXODe2W](https://ucdenver.co1.qualtrics.com/jfe/form/SV_eKW3jB6vIXODe2W)

**Link to Recommendation Form (each applicant needs two faculty or staff recommendations):** [https://ucdenver.co1.qualtrics.com/jfe/form/SV\\_esrzzjQ5jGjKgOq](https://ucdenver.co1.qualtrics.com/jfe/form/SV_esrzzjQ5jGjKgOq)

### **COMPENSATION**

- Compensation is \$17.29 an/hour, 10-20 hours per week in-person with an option to have 1-2 hours per week remote upon supervisor approval.

### **APPLICATION MATERIALS MUST BE SUBMITTED VIA QUALTRICS**

**The application includes applicants to submit:**

- Resume
- Unofficial transcript
- 4 essays of 250 words or less
- [2 faculty/staff recommendations](#)
- All application materials are **due March 24<sup>th</sup>, 2023 by 11:59 p.m.**

### **PLEASE ADDRESS ANY CONCERNS TO**

Emilie Waggoner

Director of Student Transitions

Office of Student Transitions and Family Engagement  
[emilie.waggoner@ucdenver.edu](mailto:emilie.waggoner@ucdenver.edu)

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### **PEER ADVOCATE LEADERS ARE PEER MENTORS AT CU DENVER**

PAL stands for Peer Advocate Leaders. PALs serve as peer mentors to help first-year students and transfer students navigate a successful college career. The Peer Advocate Leader Program (PAL) is an opportunity for mentors to focus and assist first year and transfer students in their transition to and progress at the University of Colorado Denver. PALs complete 35 hours of training to work with students they mentor to connect them with CU Denver, the Auraria Campus, and the Denver Community. The mentoring relationship is designed to foster student engagement and academic success by providing peer-level support that promotes student achievement, growth, and learning

through the student's career at CU Denver. All PALs are paired in 1-2 First Year Experience (FYE) courses in order to mentor small classes of approximately 25 first year or transfer students per class.

The official period of employment is **July 1<sup>st</sup>, 2023-December 31<sup>st</sup>, 2023**, with the chance to continue employment as a Spring 2024 PAL, depending on FYE course availability.

## QUALIFICATIONS

- PALs must have at least a **3.0** cumulative GPA to qualify for employment. Failure to maintain a 3.0 GPA may result in reduced participation or dismissal from the program
- Must have strong desire to mentor and 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 be a full-time ( $\geq 12$  credit hrs. per semester), undergraduate student who is an upper-classman and will graduate in **May 2024 or later**
- Possess a commitment to working with diverse populations, identities, and experiences
- Must demonstrate pride in the CU Denver experience
- Must demonstrate a positive attitude and strong work ethic
- Must display a high level of professionalism
- Must be willing to learn, grow, and develop leadership skills through the position
- Must maintain a high energy level and enthusiasm when working with students and PALs
- Must be open to supporting other peer mentors
- Must be a student in good standing with the University of Colorado Denver
- Peer Mentors will 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, and fully participate in all trainings
- Must be available for all time commitments detailed on the last page of this document

## GENERAL MENTOR RESPONSIBILITIES

- Attend all trainings, leadership, supervision, and professional development meetings
- Participate in events including new student orientation, extended orientation programming, convocation, CU 411 and other relevant Office of Student Transitions and Family Engagement events
- Regularly document contact with students throughout the semester via a contact log
- Organize and facilitate one-on-one meetings with mentees
- Manage a semester budget of \$50-250 by planning and organizing social and academically focused events for mentees
- Manage Outlook email, Outlook calendar invites, Microsoft OneDrive, and Microsoft Teams
- 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
- Mentor and assist students with their transition to CU Denver by collaborating with a CU Denver FYE instructor/faculty member and the Executive 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 (8am-5pm Monday through Friday) in the PAL Lounge based on your student schedule to meet your mentees, create weekly announcements, and plan events for your mentees
- Coordinate and facilitate 15-30 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
- Communicate regularly, effectively, and efficiently with students registered in your FYE course
- PAL mentors are considered “Responsible Employees” since 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, but to report the information.
- Perform other duties as assigned, for example but not limited to: enrollment call campaigns, early action call campaigns, FYE call campaigns, and general office support

## MANDATORY TIME COMMITMENTS

Attendance during the following **dates** is **mandatory**:

- Peer Advocate Leader Welcome & Orientation: May 5th
- **PAL Trainings: All training days are from 9 a.m. to 4 p.m.**
- Training Day #1 Friday, July 14
- Training Day #2 Friday, July 21
- Training Day #3 Friday, August 4<sup>th</sup>
- Extended Orientation and Prep Week: August 10-18
- PAL Team Meetings One Friday per month (about 2 hours each, exact time TBA)
  - Friday, September 8
  - Friday, October 6
  - Friday, November 3
  - Friday, December 1
- Fall Hours (average): 10-20 hours per week