

University 100 Peer Advisor Application

APPLICATION DUE:
FRIDAY, DECEMBER 6, 2013
4:00PM

**LETTERS OF
RECOMMENDATION DUE:**
WEDNESDAY, JANUARY 22,
2014
4:00 PM



FOR MORE INFORMATION, PLEASE CONTACT:
AYSHA PUHL
ASSISTANT DIRECTOR, TRANSITION RESOURCE CENTER
APUHL@GMU.EDU
703-993-8477
TRANSITIONS.GMU.EDU



LETTER TO PROSPECTIVE PEER ADVISORS

Dear Prospective Peer Advisors,

We are delighted that you are interested in becoming a University 100 Peer Advisor (PA)! Peer Advisors (PAs) play a crucial role in helping new students succeed at George Mason University. As a new PA, you will have the wonderful opportunity to assist new Patriots with both their academic and social transition to college.

Current PAs describe the PA role as a fulfilling opportunity to help new students while growing personally and professionally as a student leader. The Peer Advisors are a great community of students and develop long lasting friendships. PAs have the opportunity to gain skills and experiences such as:

- Developing Presentations
- Teaching
- Public Speaking
- Leadership Skills
- Event Management
- Counseling and Advising
- Teambuilding
- Networking & Have Fun!

The Transition Resource Center (TRC) is currently hiring Peer Advisors for February 2014-February 2015. PAs will attend staff meetings, assist the Transition Resource Center with events, and attend an overnight retreat in the spring 2014 semester. PAs will co-teach University 100 in the Fall 2014 semester with a Mason Faculty member, plan and participate in Transition Resource Center activities and programs, and provide valuable opportunities for learning, goal setting, and growth to the Mason student community. There are also opportunities for PAs to teach yearlong and spring 2015 sections.

The Transition Resource Center will offer over 40 sections of University 100 for the 2014-2015 academic year. Among those sections, we offer general sections as well as a variety of *special sections*, including:

- Living Learning Communities
- Project Peak: Freshman Wilderness Adventure
- College of Humanities & Social Sciences
- College of Science
- College of Health & Human Services
- Athletes
- ACCESS
- Off-Campus
- Out of State
- School of Management

We encourage you to consider teaching one of our special sections of University 100 as you complete your application.

Because of the important role of the PA, we are interested in attracting students who have a strong academic background, are interested in assisting freshmen students with their transition to college, and are committed to George Mason University and student success. Specifically we are looking for applicants who:

- Demonstrate excellent interpersonal communication, public speaking, and listening skills
- Take initiative and display leadership skills
- Are interested in being a positive role model while helping new students in their transition to college
- Show a positive attitude, flexibility, the willingness to have fun, and have a desire to learn
- Work as a team with other Peer Advisors

We hope that you will take the opportunity to explore the possibility of becoming involved in this challenging and rewarding leadership experience. We look forward to meeting you! If you have any questions about the position, don't hesitate to stop by and see us: SUB I, 3600.

Sincerely,
Transition Resource Center Staff

MARK YOUR CALENDARS – IMPORTANT DATES

2013-2014

Application Due

Friday, December 6, 2013 4:00PM

Please return your completed application to: Transition Resource Center
Student Union Building I (SUB I) Room 3600

After turning in a completed application to the TRC, each applicant must sign-up for a group interview.

Interview Attire: Applicants should wear business casual attire for interviews.

Group Interviews: January 2014

1 hour

Wednesday, January 22nd – Friday, January 24th

Please note group interview spots are first-come, first served.

The sooner you submit your application, the sooner you can select your group interview time.

After group interviews, select applicants will be invited to attend an individual interview.

Individual Interviews: January 2014

(By Invitation Only)

30 minutes

Monday, January 27th – Thursday, January 30th

Letters of Recommendation Due

Wednesday, January 22, 2014 4:00pm

Applicants or their recommenders may submit letters of recommendation via:

Fax: Attention: Aysha Puhl (703-993-9008)

Mail: Aysha Puhl, Transition Resource Center, 4400 University Drive, MS2C4 Fairfax, VA 22030

In Person: Transition Resource Center, SUB I, 3600

FINAL NOTIFICATION: Friday, January 31st

RESPONSE REQUIRED BY: Wednesday, February 5th

TRAINING CLASS BEGINS: Friday, February 7th

2014 Mandatory Training Dates

Training Course: Spring 2014

University 300: Peer Leadership Training Course

Meets weekly from 8:30am-12:00pm

Friday, February 7, 2014 – Friday, May 2, 2014

Location: TBD

Weekend Training Retreat

Camp Horizons,

Harrisonburg, Virginia

Saturday, March 29th – Sunday, March 30th

Transportation and food will be provided.

2013 Information Sessions Dates

Want to learn more about the PA position? Want to gain insider tips to be successful in our application process? Need help with your resume?

Attend an Information Session!

DATE	TIME	LOCATION
Monday - 11/18	6pm	Eisenhower MPR
Tuesday - 11/19	2pm	SUB I, 3A
Wednesday - 11/20	12pm	SUB I, 3A
Thursday - 11/21	3pm	Hampton Roads MPR
Monday - 12/2	12pm	SUB I, 3A
Tuesday - 12/3	5pm	Hanover MPR
Wednesday - 12/4	1pm	SUB I, 3334
Thursday - 12/5	11am	SUB I, 3A

PEER ADVISOR JOB DESCRIPTION

New Peer Advisors (PAs) serve a minimum **two semester term** with the opportunity to reapply in future semesters. Detailed requirements are outlined below.

Spring 2014: Immediately following PA selection, new PAs will take University 300: Peer Leadership (PAs) in the Spring 2014 semester. All PAs are required to attend the spring retreat in March, monthly PA meetings, and assist the Transition Resource Center with events (additional details below).

Fall 2014: PAs that successfully complete University 300 will be assigned to teach a University 100 course in the Fall 2014 semester. Additional fall commitments including meetings and programming are detailed below.

Spring 2015: The PA term will end in February of 2015 following PA recruitment. PAs who wish to return for the 2015-2016 year will submit a returning PA packet.

PEER ADVISOR UNIVERSITY 100 TEACHING EXPECTATIONS

- Co-teach University 100 with a Faculty member; attend all University 100 section meetings.
- Meet weekly with University 100 Faculty in person.
- Facilitate class discussion, contribute to lesson planning & preparation.
- Assist Faculty with administrative tasks: class speakers, activities, advise on grading, track attendance, journals, etc.
- Address specific student concerns, in and out of class (e-mails, phone, meetings).
- Meet 1:1 with students once per semester outside of the class time (minimum).
- Serve as a role model to new students.
- Serve as a liaison between the Transition Resource Center (TRC), Faculty, and students.
- Provide information about campus services & involvement opportunities to students.
- Participate in Outdoor Team Development Course with University 100 section.
- Maintain contact with students in the spring semester.

PEER ADVISOR PROGRAM EXPECTATIONS

- Attend *weekly* PA staff meetings in the *fall semester*, including PA kick-off event the Sunday before classes begin in August. Large PA staff meetings are held biweekly at **8pm on Tuesdays**. On the off weeks, PAs meet with their Senior Peer Advisors – meeting time to be determined in the spring 2014 semester.
- Attend *monthly* PA staff meetings in the *spring semester*. Meetings *tentatively* scheduled for **Tuesdays at 8pm**.
- Attend one individual meeting with the TRC Assistant Director in the fall semester.
- Maintain communication with Senior Peer Advisor and TRC staff; check Mason email regularly, reply to emails within 48 hours. This includes checking and reading emails during the summer months. Read the PA Pause newsletter.
- Assist with and attend Preamble (move-in the Tuesday before classes, training Tuesday evening, assist with events Wednesday-Friday) and University 100 meetings during fall move-in. PAs will be permitted to move-in early at no fee.
- Plan and attend PA sponsored programs.
- Attend at least THREE outreach events with the TRC (i.e. admissions events) in the fall and spring semesters. PAs that complete additional events will be given extra incentives.
- Assist with PA recruitment.
- **Maintain a 2.5 cumulative & semester GPA.**

PEER ADVISOR TRAINING EXPECTATIONS

- Enroll in University 300: Peer Leadership (PAs) – 1 credit course in the Spring 2014 semester: Begins **Friday, February 7, 2014, meets every Friday 8:30am-12pm until May 2, 2014**
- Attend the mandatory spring retreat: **Camp Horizons – Saturday, March 29th – Sunday, March 30th**.
- Attend Spring training & meet & greet with Faculty (April/May) & additional fall training sessions including the fall retreat in November.

COMPENSATION & TIME COMMITMENT

- Peer Advisors will be paid a *stipend* of \$700 in the Fall 2014 semester with the opportunity to earn additional compensation for those who take on extra responsibilities (i.e. teaching another section of University 100, serving in a leadership role, etc.).
- Peer Advisors receive **priority registration** in order to work their class schedule around PA staff meetings and the 1 hour 50 minute University 100 class time.
- Time commitment includes approximately 5 hours per week for University 100 (including 2 hours of class time, 1 hour meeting with a Faculty, and 1 hour of planning and grading) plus weekly PA staff meetings (1 hour). Additional commitments include PA programs, TRC outreach/recruitment events, and training requirements.
- Peer Advisors will be paid in October and December in the fall semester. PAs will be observed and evaluated by a SPA, Faculty, and the Assistant Director. The evaluation process will include a PA self-evaluation and review of performance. The December payment will depend on evaluation feedback and meeting expectations outlined above. PAs who consistently meet expectations will receive compensation outlined.

LIVING LEARNING COMMUNITY PEER ADVISOR JOB DESCRIPTION

WHAT IS A LIVING LEARNING COMMUNITY?

Freshmen students in University 100 Living Learning Communities (LLCs) live on-campus with other students who share similar interests. These students also take a University 100 course exclusively for the students that live on the floor. The course is tailored to the specific needs and interests of the University 100 LLC focus. Students in the University 100 LLCs participate in special programs outside of the classroom with their Faculty, PA, and Resident Advisor (RA).

LLC Peer Advisors (PAs) are expected to meet all expectations outlined in the **PA Job Description** (see page 4). In addition, LLC PAs must meet expectations listed below specific to their role as PAs of a living learning community.

LLC PEER ADVISOR ADDITIONAL EXPECTATIONS

- Work with Faculty member and the Resident Advisor to plan additional programming and activities that target the LLCs specific topic theme:
 - LLC PAs are responsible for planning and implementing *meaningful* programs for LLC students in the fall and spring semesters. Meaningful programs relate to the LLC topic with thoughtful advanced planning and help build community among the students on the floor.
 - After each event, LLC PAs must provide a short description/evaluation of event to the Orientation & LLC Peer Program Coordinator to track LLC programming.
- Develop LLC program calendar for the fall and spring semesters. Advanced program planning of at least 2 months is expected.
- Plan and attend at least one LLC program/event per month.
- Hold office hours in the residence hall floor and be available to students outside of the University 100 class time.
- Attend at least one Faculty/Resident Advisor/Peer Advisor (FRAPA) meeting per month.
- Assist students during LLC floor move-in. Be available on the floor to welcome new LLC students to LLC floor.
- Assist with promoting the LLCs during fall and spring admissions preview programs (October & April).
- Attend any FRAPA specific LLC trainings (i.e. May LLC training, August LLC training Tuesday before fall classes begin).

LLC PEER ADVISOR – SUMMER 2014 EXPECTATIONS

- University 100 LLC PAs are expected to be available in Fairfax during summer freshmen orientations to attend the LLC Breakfasts and assist the TRC with summer orientations. The summer LLC Breakfasts occur during summer orientation and provide the LLC PAs with an opportunity to meet the freshmen students registered for their University 100 class.
- Summer LLC PAs will also assist the Academic Advising & Transfer Center with academic advising for undeclared first year students.
- Summer 2014 orientation dates: June 19th-20th; June 23rd – June 25th; June 30th-July 1st; July 10th – July 11th; July 14th – July 15th; July 21st – July 22nd; July 28th – July 29th. Summer LLC PAs will *tentatively* move in June 9th and move out on July 30th. PAs will have off from July 2nd – July 9th.
- LLC PAs will receive **free summer housing** at George Mason University during summer orientation period only.

COMPENSATION

- Due to the summer orientation requirement, LLC PAs will receive a *stipend* of \$330 during the summer, free summer housing during summer orientations, and a summer food stipend (in addition to the teaching stipend outlined in the PA job description on page 4).
- Due to LLC programming responsibilities, LLC PAs will receive an extra \$100 *stipend* per semester.
- PAs teaching LLCs with yearlong teaching commitments (see below) will receive an additional \$700 in the spring semester for the class and an additional \$100 in the spring for programming.

FALL 2014-2015 LLCs

- Arts
- Engineering
- Outdoor Adventure
- Global Studies
- Major & Career Explorers*
- Business & Economics

* This section is a yearlong teaching commitment with both a fall and spring University 100 class.

2014-2015 LIVING LEARNING COMMUNITIES

1. Arts

The Arts section is for students who are interested in the arts or pursuing the arts as their major at Mason. This section will give students an opportunity to attend on and off campus shows, exhibits, performances, recitals, and special events with Faculty, Peer Advisors, Resident Advisors, and other students interested in the arts. Arts Faculty will host discussions and programs with students on the LLC floor that address their particular art focus. Students will learn how to be successful in the arts, gain advice for pursuing a career in arts, discover how various arts interrelate, and explore other ways of being involved in the arts at Mason. Behind the scenes tours of various arts facilities and art exhibits will be offered.

2. Global Studies

The Global Studies section is intended for students interested in global issues. Students will have the opportunity to live and learn with other students with similar interests and to explore the variety of programs at Mason that focus on global topics. Programming will center around the numerous opportunities for involvement on Mason's diverse campus in social and/or academic activities. Faculty, Peer Advisors, and Resident Advisors will introduce students to Mason's diversity and help them get involved in relevant discussions, including possible career options related to global studies.

3. Engineering

The Engineering LLC will provide students a chance to connect with and receive support from Faculty, Peer Advisors, Resident Advisors, and other students and staff to manage the academic demands of the various majors within this college. In addition, field trips and programs that focus on internships and career options will be planned throughout the semester. Students will have the opportunity to interact with Faculty outside of the classroom during scheduled discussions and faculty meals during the academic year.

4. Major and Career Explorers*

The Major and Career Explorers section is targeted at students who are unsure about their major or who have many options in mind, but need assistance in either narrowing down their options or finding ways in which they might combine their choices. Taught by advisors in the Academic Advising and Transfer Center, this section will offer programs about the variety of majors available at Mason, as well as programs that will lead students through the process of selecting a major. Faculty, Peer Advisors, and Resident Advisors will assist students in choosing appropriate courses.

5. Outdoor Adventure

The Outdoor Adventure LLC is designed for students who enjoy the outdoors and want to be part of a community of students who share their interests in having fun and getting outside. As part of this LLC, students, their Faculty, Peer Advisor, and Resident Advisor will participate in a variety of experiences outside the classroom, enjoying activities such as hiking and kayaking day trips, weekends camping, and outdoor leadership training.

6. Business and Economics

The Business and Economics LLC is intended to assist students interested in business and economics with their transition to college. Faculty, Peer Advisors, and Resident Advisors will offer programs on the LLC floor in which students may meet business and economics faculty and interact with them in a setting outside the classroom.

** This section is a yearlong teaching commitment with both a fall and spring University 100 class.*



PROJECT PEAK PEER ADVISOR JOB DESCRIPTION

WHAT IS PROJECT PEAK?

Project Peak is a special section of University 100 where students participate in a weeklong wilderness adventure trip the week before the Fall semester begins. The trip includes camping, rock climbing, orienteering, hiking, swimming, and kayaking. The trip focuses on building a community within the group before school begins to help ease the transition to college and create a close environment in the classroom. **No outdoor experience is necessary, just the desire to learn and have fun!** Please review the Project Peak PA job description below for additional information.

Project Peak Peer Advisors (PAs) are expected to meet all expectations outlined in the **PA Job Description** (see page 4). In addition, Project Peak PAs must meet expectations listed below specific to their role as Project Peak PAs.

PROJECT PEAK PEER ADVISOR ADDITIONAL EXPECTATIONS

- Attend Project Peak staff training August 14th–15th (*tentative & subject to change*).
- Attend Project Peak adventure trip August 17th–21st (*tentative & subject to change*).
- Assist Trip Leader and Faculty with van driving, safety, and facilitating group activities and discussions.
- Assist Trip Leader and Faculty with community building, problem solving, communication, and serving as a role model for other students on the trip.
- Participate in all Project Peak activities including but not limited to camping, rock climbing, kayaking, canoeing, swimming, orienteering and hiking.

PROJECT PEAK PEER ADVISOR QUALIFICATIONS

- Valid driver's license *without* driving violations.
- Successfully complete Mason's van driver training (arranged with assistance from TRC in May and June). You must receive van driver training before Project Peak. This may require returning to Fairfax in summer 2014.
- Hold current CPR/First Aid certifications (certifications must be obtained before the trip, reimbursement available).
- Excellent interpersonal communication, public speaking, and leadership skills.
- A positive attitude, great sense of humor, flexibility, and the willingness to work outdoors and have fun.

COMPENSATION

- Project Peak Peer Advisors will receive an additional \$300 stipend for the trip in August immediately following the conclusion of the Project Peak trip.

PROJECT SNEAK PEAK

Project Sneak Peak is a one night, two day version of Project Peak beginning on the second day of three summer freshmen orientations in July 2014. Students participating in Project Sneak Peak will select to participate in either an outdoor wilderness camping trip (including rock climbing or kayaking) or a community service trip with a group of fellow freshmen students attending summer orientation. This is a wonderful opportunity to be a part of a once in a lifetime experience, build long-lasting friendships and memories. No experience necessary, just a willingness to have fun and be open to new adventures! **Preference will be given to PAs who can commit to serving as the Peer Advisor for one or more of the Project Sneak Peak trips.**

UNIVERSITY 100 SPECIAL SECTIONS

WHAT ARE THE UNIVERSITY 100 SPECIAL SECTIONS?

In addition to general sections of University 100 which any first-year student can register and take, the Transition Resource Center offers several “special” sections of University 100 designed to build community among and provide additional assistance for students in distinct populations. The special sections of University 100 for the fall 2015 are:

- College Sections:
 - College of Humanities and Social Science
 - College of Health and Human Services
 - College of Science
 - School of Management
- Off Campus Students Section
- Out of State Students Section
- Athletes
- Early Identification Program Alumni – EIP
- Student Transition Empowerment Program – STEP
- China 1-2-1 – consortium where Chinese students study at Mason for 2 years - <http://china121.gmu.edu/>
- Center for International Student Access: ACCESS Program Section*
- University Scholars Section*
- Global Crossings*

These sections are **yearlong teaching commitments with **additional expectations** listed below.*

SPECIAL SECTION PEER ADVISORS ADDITIONAL EXPECTATIONS

- Peer Advisors that co-teach the special sections of University 100 are expected to work with their Faculty to tailor the course syllabus, assignments, and opportunities to meet the needs of the student population.
- Preference will be given to Peer Advisors that are part of these populations (i.e. an out of state Peer Advisor for the out of state University 100 section.
- ***ACCESS:** This section is reserved for international students in the ACCESS program through the Center for International Student Access under the Provost Office. The Peer Advisor selected to teach one of the sections of University 100 for ACCESS students will work with international students to assist them in their transition to Mason. Additional information about the ACCESS Program can be found at: <http://cisa.gmu.edu/programs/access/>. **You do not need to be an international student to apply for this position.**
- ***University Scholars:** This section is reserved for students in the University Scholars program under the Honors College. The Peer Advisor selected to teach the University Scholars section will participate in programming coordinated by those offices. This is a yearlong teaching commitment with a University 100 course in the fall 2014 and spring 2015 semesters. **You do not need to be in the Scholars program to apply for this position. Preference is given to individuals in the Scholars or Honors programs.**
- ***Global Crossings:** This section is reserved for students living in the Global Crossings LLC where domestic students and international students are paired as roommates in Hampton Roads and participate in programming that revolves around cross-cultural interaction and leadership development. Sample programs include bi-weekly discussions with faculty on world news items, international service projects, campus outreach, cultural celebrations, and professional development workshops. This is a yearlong teaching commitment with a University 200: Global Studies in the fall 2014 semester and University 300: Global Studies in the spring 2015 semester. **You do not need to be an international student or a member of this community to apply for this position.**

COMPENSATION

- Peer Advisors selected to teach a special section will receive the same compensation listed in the PA job description on page 4.
Peer Advisors selected to teach the ACCESS, University Scholars, or Global Crossings sections will receive a *stipend* of \$700 per semester for teaching University 100. Due to the additional programming responsibilities, the PA will also receive an additional \$100 *stipend* per semester.

PEER ADVISOR APPLICATION: INFORMATION SHEET

Name: _____

G#: _____ Birth Date (MM/DD/YY): _____

Local Address: _____

Permanent Address: _____

Cell Phone #: _____ Mason E-Mail: _____

Non-Mason E-Mail (if best for summer communication): _____

Please select your class standing in **Fall 2014**: Sophomore Junior Senior

Anticipated Graduation Date (Month & Year): _____

Major: _____ Minor: _____

Current Cumulative* GPA: _____ Spring 2013* GPA: _____

**Please note that grades will be verified before final hiring is complete.*

Did you take University 100 as a Freshman? _____

If yes, what type of section? _____

Faculty & PA Names (if you remember): _____

University 100 Sections Peer Advisor Interest:

As mentioned in the welcome letter (page 2), the TRC offers several different sections of University 100. Selected PAs will be asked to rank their preferences in late spring semester once the fall 2014 schedule is posted to PatriotWeb. Preliminarily, please indicate all of the section(s) of University 100 you are interested in teaching. You may choose more than one section. Preferences are not guaranteed but give the selection committee an idea of your interests and availability.

- | | | |
|--|---|---|
| <input type="checkbox"/> General Section | <input type="checkbox"/> College of Humanities & Social Sciences (CHSS) | <input type="checkbox"/> Project Peak* |
| <input type="checkbox"/> Athletes | <input type="checkbox"/> College of Health & Human Services (CHHS) | <input type="checkbox"/> ACCESS** |
| <input type="checkbox"/> Off Campus | <input type="checkbox"/> College of Science | <input type="checkbox"/> University Scholars ** |
| <input type="checkbox"/> Out of State | <input type="checkbox"/> School of Management (SOM) | <input type="checkbox"/> Global Crossings ** |
| <input type="checkbox"/> STEP | <input type="checkbox"/> Living Learning Community* | |
| <input type="checkbox"/> EIP | <input type="checkbox"/> China 1-2-1 | |

**Please review the job descriptions on pages 5-7 for information about the additional commitments, including summer 2014 dates, and compensation for the Project Peak and Living Learning Community Peer Advisors. By indicating an interest in the LLC or Project Peak PA positions you are indicating availability for these additional requirements and time commitments. **Please review the information on page 8 about the special sections for ACCESS, University Scholars, and Global Crossings. By indicating an interest in these positions you are acknowledging and committing to the extra time commitments.*

Signature: _____

PEER ADVISOR WAIVER FORMS

An **ORIGINAL** signature is required on this form. Typing your name does not suffice.

PEER ADVISOR DISCIPLINARY WAIVER FORM

I agree to allow a representative of the Transition Resource Center to access my confidential disciplinary files in order to verify my current disciplinary standing at George Mason University for the purpose of Peer Advisor selection.

PRINT NAME

G NUMBER

SIGNATURE

DATE

PEER ADVISOR ACADEMIC RECORDS WAIVER FORM

I agree to allow a representative of the Transition Resource Center to access my confidential academic records in order to verify my current academic standing at George Mason University for the purpose of Peer Advisor selection.

PRINT NAME

G NUMBER

SIGNATURE

DATE

PEER ADVISOR APPLICATION: REQUIRED COMPONENTS

Please include the following components with your completed application to the Transition Resource Center, SUB I, 3600.

Component #1: Resume

Please provide an updated resume that addresses your skills relevant to the Peer Advisor position. You should include extra-curricular organizations, campus activities, and other leadership opportunities in which you have been involved. Work experience may also be included.

For help with developing a successful resume, please attend one of our Peer Advisor Information Sessions (see page 3 for a list of information session dates).

You may visit University Career Services in SUB I, Room 3400 for assistance with your resume.

Component #2: Short Response Questions

The short response questions and essay should be typed in 12 point font and double spaced. Together, your responses should be no longer than 2-3 pages.

1. How did you hear about the Peer Advisor position? Why do you want to be a Peer Advisor? What do you hope to gain from the Peer Advisor position?
2. Why do you think the Transition Resource Center hires Peer Advisors to co-teach University 100? What are the benefits of peer to peer instruction?
3. What strengths, skills and abilities do you possess that would make you a successful Peer Advisor? How will you utilize these if selected?
4. What are your time commitments for the 2014-2015 academic year? Please include academics, extracurricular commitments, student organizations, Greek Life, on campus and off campus jobs, internships, leadership positions, etc. **Please indicate the estimated time per week you spend on each commitment.** How do you plan to manage these time commitments with the PA position if selected?

Component #3: Essay

The essay should be typed in 12 point font and double spaced. Please respond to the following essay prompt in no more than 300 words.

One of the purposes of University 100 is to assist new students with their transition to George Mason University. Peer Advisors and Faculty who teach the course develop lessons that help students learn about resources to help students succeed academically and socially. Think back to your first semester at Mason. What issues do new students face that would make their transition to college challenging? What could you, in your role as a Peer Advisor, do to help these students?

PEER ADVISOR RECOMMENDATION FORM #1 – PAGE 1

You are being asked to provide a reference for _____ who is applying for a position as a Peer Advisor with the Transition Resource Center at George Mason University.

Name of Reference: _____

Position: _____

Organization: _____

Phone Number: _____

Relationship to Applicant: _____

The Transition Resource Center makes an effort to involve new students in the life and community of George Mason University to assist them in their transition to and ensure their success at the university. The Peer Advisor is an upperclass student at George Mason University who provides support and guidance to incoming students by serving as a co-instructor to one section of University 100, a one credit freshman transition course. In this position, Peer Advisors facilitate class discussion; develop class unity through activities and individual interaction with students; assist instructor with administrative tasks; provide information about campus resources and networking opportunities; coordinate programs both in and out of the classroom; and participate in outreach programs with the Mason community.

Peer Advisors collaborate closely with the Transition Resource Center staff to coordinate academic support themed programs for Mason students throughout the year, along with co-teaching their section of University 100. Peer Advisors must be good role models, exhibit excellent listening skills, have strong academic and strong leadership skills, and possess the desire to learn and be a leader. Students interested in the position of Peer Advisor must maintain a minimum cumulative and semester grade point average of 2.5. The design of University 100 and the Transition Resource Center programs demand a significant time commitment during the academic year. Students wanting to be Peer Advisors should demonstrate initiative and an ability to manage time effectively.

We would appreciate your completion of the following recommendation form, giving us your personal reactions concerning the applicant. **If you would prefer, you may attach a separate letter of reference. Please include the information above for our records.**

Please return this form by **January 22, 2014** to:

Attn: Aysha Puhl, Assistant Director
Transition Resource Center, MSN 2C4
Student Union Building I, Room 3600
George Mason University
4400 University Drive
Fairfax, VA 22030-4444
Phone: (703) 993-8477 Fax: (703) 993-9008

TO THE APPLICANT:

Please check one of the options below regarding your right of access:

___ I, the undersigned, waive the right of personal access to this recommendation.

___ I, the undersigned, retain the right of personal access to this recommendation.

Signature

Date

PEER ADVISOR RECOMMENDATION FORM #1 – PAGE 2

1. Please describe how you know the applicant and for how long you have known the applicant.

2. Describe the applicant's level of maturity and sense of responsibility.

3. Please comment on the applicant's communication skills (one-on-one, small groups, presentations, etc.).

4. Describe how the applicant interacts with others in various situations (teams, class, work, etc.).

5. Please comment on the applicant's leadership potential.

6. Describe the applicant's strengths and challenges.

7. Please furnish any additional information regarding the applicant.

8. Would you hire this person as a Peer Advisor based on the description provided? Why or why not?
 - YES
 - NO
 - Not Qualified to Comment

Signature of Reference

Date

PEER ADVISOR RECOMMENDATION FORM #2 – PAGE 1

You are being asked to provide a reference for _____ who is applying for a position as a Peer Advisor with the Transition Resource Center at George Mason University.

Name of Reference: _____

Position: _____

Organization: _____

Phone Number: _____

Relationship to Applicant: _____

The Transition Resource Center makes an effort to involve new students in the life and community of George Mason University to assist them in their transition to and ensure their success at the university. The Peer Advisor is an upperclass student at George Mason University who provides support and guidance to incoming students by serving as a co-instructor to one section of University 100, a one credit freshman transition course. In this position, Peer Advisors facilitate class discussion; develop class unity through activities and individual interaction with students; assist instructor with administrative tasks; provide information about campus resources and networking opportunities; coordinate programs both in and out of the classroom; and participate in outreach programs with the Mason community.

Peer Advisors collaborate closely with the Transition Resource Center staff to coordinate academic support themed programs for Mason students throughout the year, along with co-teaching their section of University 100. Peer Advisors must be good role models, exhibit excellent listening skills, have strong academic and strong leadership skills, and possess the desire to learn and be a leader. Students interested in the position of Peer Advisor must maintain a minimum cumulative and semester grade point average of 2.5. The design of University 100 and the Transition Resource Center programs demand a significant time commitment during the academic year. Students wanting to be Peer Advisors should demonstrate initiative and an ability to manage time effectively.

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Please return this form by **January 22, 2014** to:

Attn: Aysha Puhl, Assistant Director
Transition Resource Center, MSN 2C4
Student Union Building I, Room 3600
George Mason University
4400 University Drive
Fairfax, VA 22030-4444
Phone: (703) 993-8477 Fax: (703) 993-9008

TO THE APPLICANT:

Please check one of the options below regarding your right of access:

I, the undersigned, waive the right of personal access to this recommendation.

I, the undersigned, retain the right of personal access to this recommendation.

Signature

Date

PEER ADVISOR RECOMMENDATION FORM #2 – PAGE 2

1. Please describe how you know the applicant and for how long you have known the applicant.

2. Describe the applicant's level of maturity and sense of responsibility.

3. Please comment on the applicant's communication skills (one-on-one, small groups, presentations, etc.).

4. Describe how the applicant interacts with others in various situations (teams, class, work, etc.).

5. Please comment on the applicant's leadership potential.

6. Describe the applicant's strengths and challenges.

7. Please furnish any additional information regarding the applicant.

8. Would you hire this person as a Peer Advisor based on the description provided? Why or why not?
 - YES
 - NO
 - Not Qualified to Comment

Signature of Reference

Date