Character U Peer Mentor
2013-2014 Academic Year

Thank you for your interest in Character U, the First-Year Experience Program at DeSales University. Please read the job description and application information very carefully.

As a peer mentor, you would be eligible to receive $500.00 for your work in the fall semester and $250.00 for your work in the spring semester.

All applications must be returned to Chad Serfass in the McShea Student Center no later than Friday, February 1st. Please note that letters of recommendation are to be returned directly to Chad Serfass by the references. Once the applications have been received and reviewed, and if you meet all the minimum requirements for the position, you will be asked to participate in a group process. (A morning of group activities designed for the selection committee to assess your interpersonal and problem-solving skills.) This will take place on Sunday, February 10th from 9:00 a.m. to noon in McShea Student Center. You will also be required to come in for an individual interview during the week of February 13th, 2012. Other important dates throughout this process are:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>November 26th</td>
<td>Applications Available: CU Office, Character U Website</td>
</tr>
<tr>
<td>December 4th</td>
<td>Mentor Info Session, Kender Conference Room, 7:00pm</td>
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<tr>
<td>January 21st</td>
<td>Mentor Info Session, Kender Conference Room, 7:00pm</td>
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<tr>
<td>January 25th</td>
<td>Re-Applications for Current Mentors</td>
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<tr>
<td>February 1st</td>
<td>Applications Due to Character U Office</td>
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<tr>
<td>February 10th</td>
<td>**Group Process, McShea Student Center, 9:00am to Noon</td>
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<tr>
<td>Week of February 11th</td>
<td>**Interviews, Kender Conference Room, 9:00am to Noon</td>
</tr>
<tr>
<td>March 1st</td>
<td>Acceptance Letters Distributed</td>
</tr>
<tr>
<td>March 15th</td>
<td>Accept/Decline Due</td>
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</tbody>
</table>

**Please note that these events are MANDATORY in the mentor selection process. If you have major conflicts please contact Chad Serfass AT LEAST one (1) week before the event.**

If you have any questions about Character U or this position, please contact Chad Serfass at 610-282-1100, ext. 1599 or e-mail Chad.Serfass@desales.edu.

Sincerely,

Chad Serfass
Director for DeSales Experience in Character and Leadership
Job Description

Position Title: Character U Peer Mentor
Reports To: Director for DesSales Experience/Director of Student Engagement and Leadership
Classification: Para-Professional

Character U Mission Statement:

The mission of the Character U Program is to facilitate the adjustment, development, and success of first-year students through the acquisition of Salesian character traits: gentleness, humility, patience, and love of knowledge.

Abstract:

Character U is a resource for first year students at DeSales University to help facilitate their transition from high school to college. The program integrates the spiritual teachings of St. Francis de Sales with current research in character development and guided experiences. Upper class students serve as peer mentors who contact the first-year students in the summer and journey with them through the academic year.

Primary Responsibilities:

- Adhere by the policies of DeSales University, the Office of Student Development and the laws of the Commonwealth of Pennsylvania
- Be a role model and resource for first-year students through your actions, words, and choices.
- Act as an advocate for the Character U program and Office of Student Development on and off campus.
- Act as an advocate and resource for the DeSales Experience program to first-year students.
- Spring Orientations (May 29th, May 30th, and June 4th)
- Complete all designated training activities.
- Participate in all aspects of Peer Mentor Training and Fall Freshmen Orientation (August 19th to 27th).
- Meet with freshmen “mentees” as assigned (once a week in the fall semester and twice a month in the spring semester).
- Attend all keynote speakers, service projects, and monthly in-services
- Facilitate discussions of the character curriculum with first-year students.
- Meet with advisors, Character Captains and fellow pod mentors as assigned (once a week in the fall semester and twice a month in the spring semester).
- Complete monthly reflections for 2013-2014 (3 in the fall semester 3 in the spring semester).
- Provide appropriate support and referrals.
- Complete a semester report at the end of the fall semester and at the end of the spring semester.
- Sign up for twice a month swipe card duty.
- Adhere to the ethics and the principles of confidentiality.
- Other duties as assigned.
Office of Student Development
Character U Mentor Employment Application
2013-2014 Academic Year

PLEASE PRINT: Please use addition paper if necessary

Name: __________________________________________________________

Permanent Address: __________________________________________

Cell Phone: ____________________________________________________

DSU Email: _____________________________________________________

Academic Major: ____________________ Second Major/Minor: __________

Current Cumulative GPA: _________ (as of the end of the Fall 2012 semester)

Current Class: □ Fr.    □ So.    □ Jr.

Who is your current mentor? _______________________________________

Have you held a leadership role in the past? □Yes  □No

If yes, please list roles/years below:

_________________________________________________________________

Do you have other activities plan for 2013-2014? Please list below:

_________________________________________________________________

Do you have any summer plans that will take you away from training and orientation August 19th to 27th? If so, please list below:

_________________________________________________________________
Office of Student Development
Character U Mentor Employment Application
2013-2014 Academic Year

In order to complete your application you must submit pages 3 and 4 of this application packet and the following:

1. Submit a resume of relevant work experience from most recent to earliest. Include a list of all the extracurricular activities in which you plan to be involved with next year or have been involved with in the past (i.e. student government, athletics, ROTC, clubs, etc.). (If you do not have a resume nor are unsure how to develop a resume, visit Career Services for their Resume Walk-In Hours Wednesday’s 10:00am to 11:00am and Friday’s 1:00pm to 3:00pm.)

2. **Based on the mentor job description**, in a one page essay, describe any personal characteristics you possess that may make you qualified to assume the role of a mentor. Please consider all aspects of the mentor role and the mission of Character U. (12 point Times New Roman single spaced)

3. **Two letters of recommendation as well as the signed recommendation forms included in this packet by your reference.**
   a. One recommendation from a DeSales University faculty or staff member and
   b. One recommendation from a former employer

   **If you don’t have a former employer please use two faculty or staff**

I understand that this document and its supporting materials are part of an application for employment, separate and apart from my permanent educational record and not subject to personal inspection. By signing this document I give permission for the Office of Student Development to view both my academic transcript and disciplinary record.

Signature: __________________________ Date: __________________________

*Please note that the minimum cumulative GPA to be considered is a 2.4*
Character U Mentor Recommendation Form

**Please return this form with your recommendation**

Candidate: Be sure to fill in your name and the CIRCLE appropriate right of access waiver below.

Candidate Name: ________________________________

I hereby agree / disagree (Circle one) to waive my right of access to this recommendation, as provided by the Family Education Rights and Privacy Act of 1974.

Candidate Signature: ____________________________ Date: __________________

To the Reference:
Character U is a resource for first-year students at DeSales University to help facilitate their transition from high school to college. The program integrates the spiritual teachings of St. Francis de Sales with current research in character development and guided experiences. Upper-class students serve as peer mentors who contact the first-year students in the summer and journey with them through the academic year. The peer mentors serve as resources for the first-year students and are leaders on campus. Mentors are to act as advocates and role-models for Character U, the First-Year Experience and the Office of Student Development. This evaluation will be handled in a confidential manner, and thank you in advance for your honest evaluation of the candidate. On a separate form please address:

1. How long and in what capacity have you known this candidate?
2. What strengths qualify this candidate for this position?
3. How well does this candidate relate to other people?
4. What factors might limit this candidate’s performance?
5. How has this candidate demonstrated the responsibilities listed above as necessary for the mentor position?
6. Additional comments:

Signature: ____________________________ Date: __________________

Position/Title: ____________________________ Phone Number: ________________

** Please return this form with your recommendation Monday February 1 st, 2013 to:

Chad Serfass
Director for DeSales Experience in Character and Leadership
DeSales University
2755 Station Ave. Center Valley, PA 18034
Chad.Serfass@desales.edu 610-282-1100 ext. 1599
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