

Mentor Application Packet
Fall 2011

Priority Deadline for submission:
JULY 1, 2011

Submit all required documents to:
University Retention Advisement Program (URAP)
Southwick Hall, Room 202
University of Texas-Pan American
1201 West University Drive
Edinburg, Texas 78541
FAX: 956-665-2380

Sophomore Academic Mentoring (SAM)

Job Posting

Thank you for your interest in Sophomore Academic Mentoring (SAM), which is sponsored by The University Retention Advisement Program (URAP). In this packet, you will find the forms necessary to complete the application process for a mentor position. Qualified applicants will be contacted for an interview and those selected for a year-long mentor position, will begin their duties at the start of the Fall 2011 semester. **The hiring of mentors is contingent upon funding availability. Please note all job offers are contingent upon the selected candidate successfully passing required background checks and providing all required documentation to attest to employment qualifications being met.**

Job Title: SAM Mentor

Position Details: Direct Wage

Part-time: 8 hours/week

\$8.00/hour

Job Duties

- Encourage sophomore students to...
 - Access UTPA resources and services as needed
 - Become aware of academic opportunities at UTPA
 - Develop the self-confidence to become independent learners
 - Become involved in social activities on campus
 - Meet academic deadlines
- Attend Mentor Orientation
- Attend weekly mentor training sessions
- Attend monthly meetings with supervisor
- Maintain weekly contact with protégés via Blackboard, email, Second Life or in person
- Respond to protégés' and supervisor's inquiries/questions in a timely manner
- Submit weekly reports of mentoring activities
- Create an activity log reflecting interactions with each protégé
- Assist with the coordination of academic and social on-campus activities attended by protégés
- Conduct 2 office hours per week

Qualifications (Place an X next to each qualification to indicate you meet the requirement.)

- Cumulative Institutional GPA of 3.0 or higher
- Full-time UTPA junior or senior by start of Fall 2011
- At least one completed Fall or Spring semester at UTPA
- Completed Mentor Application Packet:
 - Pages 2-4 (Job Posting, Applicant Information Sheet, Supporting Document)
 - 2 Recommendation forms
- Willing to make a year-long commitment (Preferred)

To Apply

Type in all information and **print**; information cannot be saved. Please submit pages 1-4 in person, by mail or by fax. The Recommendation Form may be submitted by the evaluator or returned to you for submission. You will receive a confirmation email to your **bronc** email when your application has been processed.

Applicant Information Sheet

Sophomore Academic Mentoring

First Name: Middle Name: Last Name:

Local Address: City: State: Zip Code:
Country:

Permanent Address: City: State: Zip Code:
Country:

Select Your Preferred Phone Number:
 Home Phone Number: Cell Phone Number:

University Information:
Student ID: Bronc Email Address: @BRONCS.UTPA.EDU
College: Expected Date of Graduation:
Major/s:
Minor/s:

Are you currently employed on campus? YES NO
If YES...
Department: Hours per week? Oracle Employee ID:
If NO...
Have you been employed on campus in the past? YES NO

Please list 2 individuals who will submit Recommendation Forms on your behalf.

1.

2.

How did you hear about SAM?

Supporting Document

Applicant Statement

In the space below, write a brief narrative (200-300 words) outlining your interest in becoming a SAM mentor.

Resume

List and give dates for all extracurricular activities, leadership positions, internships and on/off campus employment. *(Please staple any additional sheets needed for this section)*

Directions For Recommendation Forms

Recommendation Forms may be completed by **faculty members, advisors and work supervisors (current or former)**. Supervisors from volunteer or work-study experiences are acceptable. These are considered professional references and should not be completed by family members, co-workers or friends. Please sign and date the **waiver statement at the top of Recommendation form page and give one form to each of your recommenders. You may want to give a copy of the **Job Posting** sheet to your recommender as well. Please remember that all Recommendation forms must be received before you can be considered for the position.**

**Section I: Confidentiality Waiver for Letter of Recommendation Form
Sophomore Academic Mentoring (SAM)
The University of Texas Pan American**

Applicant's Name: Student ID:

Applicant: You must sign and date ONE of the following statements before giving this form to your recommendor.

- I waive my right of access to this recommendation completed on my behalf and received in connection to my application to Sophomore Academic Mentoring.**
- I do not waive my right of access to this recommendation completed on my behalf and received in connection to my application to Sophomore Academic Mentoring.**

Applicant's signature: _____ Date: _____

Section II: Rating Scale - Sophomore Academic Mentoring (SAM)

The student whose name appears above has applied to be a peer mentor with Sophomore Academic Mentoring (SAM) and has listed you as a reference. SAM mentors will work with sophomore students in all aspects of their college life and serve as role models of academic success and personal achievement. Your evaluation of the applicant will assist supervisors in the selection process.

I know the applicant (select one): not well enough to rate casually fairly well well very well

Please rate and comment using the following guide:

	No Information	Below Average	Average	Above Average	Very Good
1. Ability to work with others in a group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reliability and dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Creativity and enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Ability to communicate with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to accept feedback/constructive criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Self confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Campus Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Overall recommendation (select one): Do not recommend Recommend with reservations Recommend Recommend with confidence Highly recommended

Additional Comments:

Print Name: _____ Signature: _____

Title: _____

Relationship to applicant: _____ Date: _____

Please complete form and return to URAP, by mail or fax. Recommendation forms must be received before the applicant can be considered for the program.

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Thank you for your assistance in the selection process. If you have any questions or concerns, please contact Marta Lopez at mlopez@utpa.edu or 665-2319.

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