



Kean University
School of General Studies
General Education Mentor (GEM) Peer Leadership Program
Undergraduate Student Employment Application

This application packet contains the following:

- General Job Description and Expectations
- Mission, Goals, and Learning Outcomes for General Education Mentors
- Application
- Timeline for group interviews and individual interviews
- Essay Questions to be submitted with application completed on March 31st
- 2 Recommendation Forms (or letters) to be submitted by March 31st

Please return all application materials to CAS 201.

A General Education Mentor is an upper-class Kean University student who works with the School of General Studies to implement their initiatives and guide first year students as they transition into college and into their sophomore year. GEMs are peer leaders who work directly with new students providing guidance, outreach and support in Transition to Kean classes (including New Student Orientation) with instructors as well as in the School of General Studies/ General Education office and the mathematics lab. They also provide peer assistance during testing and pre-advisement and during new student registration days.

The position is for the Fall 2014 and Spring 2015 semesters based on approval by the School of General Studies. All GEMs are required to be here for Friday, August 29 for New Student Orientation, all course sessions, and mandatory training dates. Each GEM is required to be available to work a minimum of 6 hours per week.

Requirements for position:

- Have and maintain a G.P.A. of a 3.2 or higher
- Have a sophomore standing or higher (28 credits minimum)
- Have taken GE 1000 *Transition to Kean*
- Interest in working as a teaching-team member with a GE 1000 instructor(s)
- Completion of a Peer Leader Training Workshop(s)
- Free of any academic or disciplinary sanctions (i.e. Student Code of Conduct, Academic Integrity Policy Violations, etc.)
- Knowledge of campus resources and understanding of KeanWise
- Work a minimum of 6 hours per week and a maximum of 20 hours per week.

Selection Timeline

| | |
|---|---|
| March 31 | Application Deadline |
| March 31 | Recommendation Forms Due (Professional Recommendations (i.e. previous/current employer, professor) (Please no family, friends, GEMs, RAs, etc.) |
| April 1 – April 12 (Including Saturdays) | GEM Peer Leadership Program Group Interviews |
| April 14 – April 26 | Individual Interviews required by appointment include a short presentation on teaching new students how to use KeanWISE and its features (in a classroom setting, or orientation setting) |
| April 30 – May 3 | Notification of Hire |
| May 5- May 9 | Candidate Reply |

General Job Description

Each General Education Mentor can be assigned to any of the below areas based on need in the department

Transition to Kean

- Assist in the planning of the syllabus, course content and class logistics
- Participate and facilitate in class discussions
- Support and assist the Instructor with class activities, icebreakers and technology
- Present specific lessons to students which may include but is not limited to use of TutorTrac, AdvisorTrac and KeanWise
- Meet with teaching team partner outside of class regularly for class preparation
- Meet with students twice during the semester to peer mentor
- Record classroom activities and student meetings in log books
- Attend all class meetings of your GE 1000 class and read the assigned common read
- Continue to provide guidance, outreach, and academic and student support in the second semester of the first year.

Math Lab

- Distribute and secure laptops
- Assist students with technology questions
- Update and organize math lab binder
- Support instructor in maintaining use of attendance documents
- Follow all guidelines set by School of General Studies and Campus Police

Front Office

- Provide excellent customer service to welcome, assist and provide appropriate referrals to students, parents, faculty, staff, and visitors to the General Education Program.
- Serve as a peer advisor (with appropriate training and supervision)
- Check placement scores and guide students with class schedules
- Assist students in navigating KeanWise
- Guide students during the registration process

Registration

- Welcome, support and direct freshman and transfer students
- Serve as a peer advisor (with appropriate training and supervision)
- Check placement scores and guide students with preparing class schedules
- Print guidesheet and 4-year plan for intended major
- Deliver KeanWise presentation to new students
- Guide students during the registration process

Other tasks include:

- Securing computer labs after shifts (i.e. CAS 116/117, CAS 202, 203, 204 and 209)
- Participate in written and oral performance evaluations.
- Assist General Education faculty and professional staff
- Participate in ongoing biweekly meetings throughout the academic year.
- Attend and work workshops, trainings and other campus activities
- Assist new students and their families at New Student Registration Days, and Open House Events, etc.
- Engage in administrative tasks and follow up with appropriate GE staff member (faculty and staff) as to work progress, in support of GE Program initiatives (i.e. assessment activities).
- Perform other duties, as requested, that are critical to the Success of the School of General Studies

GE Math Peer Tutor:

GEMs who maintain the minimum requirements and were successful in a GE math courses may be selected as a GE Math Peer Tutor.

- Tutor small groups of students in Math 0901, 1010, 1016 and/or 1030
- Assist students with technology questions
- Assist Math Lab GEMs when assigned to tutor in the GE Math Lab – CAS 116/117
- Additional training as required

General Expectations and Responsibilities

Each General Education Mentor will be responsible to the goals and objectives of the General Education Program. GEMs are held accountable for their actions, interactions and providing accurate information. The following expectations are essential to the fostering of the School of General Studies and the General Education Program initiatives:

- Serve as a role model of positive behavior, representing the University with pride and respect.
- Serve as an advocate for the interests, needs, and rights of first-year Kean University Students.
- Help students adjust and become successful in the university environment.
- Serve as a mentor for academic, co-curricular, and leadership involvement.
- Complete work assignments in a timely manner.
- Maintain confidentiality to all students and follow the Family Educational Rights and Privacy Act (FERPA)
- Attend all meetings.
- Maintain appropriate and professional relationships with students, staff, faculty and the campus community.
- GEM's must educate students, and abide by all Kean University policies, rules and regulations.
- GEM's must wear appropriate office attire.
- GEM's will periodically participate in written and oral performance evaluations.
- Understand that this position is a service to Kean University as well as a part-time job that consists of the above mentioned responsibilities.
- The General Education Program is a very active office in meeting its goals and objectives. As leaders/mentors, GEM's are expected to be committed to their own academic and personal growth, as well as, managing their time, work and social lives. As such, there is no time for *personal use* of computers, cell phones, other devices, etc. during work/training hours.
- GEM's must demonstrate a professional attitude, the ability to lead, follow and take directions, and be engaged in assisting all the members of the University community that the General Education Program serves.

Kean University
School of General Studies
General Education Mentor Peer Leadership Program
Mission, Goals, and Learning Outcomes for General Education Mentors (GEMs)

Mission Statement: General Education Mentors (GEMs) are upper-class students selected and trained to assist first year students in their social and academic transition to Kean University.

Goals of the Program:

- 1: To engage in the social and academic support of first year students.
- 2: To develop and enhance the GEMs leadership skills.
- 3: To become active members of the School of General Studies and the Kean University Community.

The goals of the General Education Mentor Peer Leadership Program are directly linked to the Kean University Mission Statement specifically:

1. Intellectual, cultural, and personal growth of all of its members;
2. Serving as active and contributing members of the Kean University Community;
3. Providing a program dedicated to excellence in instruction and academic support services to assist our diverse student body;
4. Maintaining a student-centered educational environment.

The goals of the General Education Mentor Peer Leadership Program are aligned to the School of General Studies Mission Statement specifically:

1. Being active leaders/members in their community;
2. Providing academic and social support for first year students.

Learning Outcomes

As a result of serving as a GE 1000, General Education Mentor, students will:

- 1: Enhance their leadership skills, specifically in group process techniques (i.e. team building, conflict resolution, problem solving, and communication).
- 2: Develop transferable skills that will promote personal and professional development.
- 3: Identify and employ appropriate strategies to promote academic success.
- 4: Employ appropriate interpersonal communication techniques to support students enrolled in Transition to Kean (T2K) through one-on-one peer mentoring.
- 5: Develop procedural knowledge about the university.
6. Serve as appropriate resource and referral agents.

Kean University
School of General Studies
General Education Mentor Peer Leadership Program
Fall 2014 – Spring 2015 Application

Name: _____ GPA: (must be 3.2 or higher) _____
Address: _____ Kean ID #: _____
City: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____
Campus Address: _____

Kean Email Address (must be used for this position): _____

Personal Email Address: _____

Class Level: Freshman Sophomore Junior Senior

Total Credits Earned: _____ Anticipated Graduation Date _____

Have you previously worked for the Center for Academic Success or School of General Studies?:

Yes No

Are you currently employed on or off-campus? _____

If yes, when and in what capacity?: _____

Do you have computer skills? (specify): _____

Did you attend New Student Orientation? Yes No

Of no, why not? _____

If yes, did you attend as a: Freshman Transfer

Did you take Transition to Kean (GE 1000)? Yes No

Are you a T2K Honoree? Yes No

Are you planning on enrolling in summer session 1 or 2 courses? Yes No

Major: _____ Minor: _____

Are you a: Commuter Student Resident Student

Please answer the following three questions:

1) What campus activities or organizations are you presently involved with?

2) What are some related (Past or Present) experiences that would make you an excellent Mentor/Peer leader?

In addition to the fall and spring, you also have the opportunity to work as a summer GEM beginning May 27 – August 28.

Summer General Education Mentors are peer leaders who work with the School of General Studies to guide new Kean University students. Summer GEMs are upper-class Kean students helping students after placement testing with scheduling, navigating KeanWise and the registration process. Each GEM will continue mentoring students, making them feel welcome during the transition process.

A summer GEM will be working Monday, May 27 – Thursday, August 28. During this time participation in testing and registration days are required. (Please see attached list of dates.)

Selected GEMs also have the opportunity to serve as part of a teaching team with a University faculty or staff member for the one credit GE 1000 *Transition to Kean* course offered in summer II. GE 1000 is designed to help students adjust to the university, develop a better understanding of the learning process, and acquire essential academic success skills. 3) **Are you interested in working as a summer GEM?** Yes _____ No _____

Kean University
School of General Studies
General Education Mentor Peer Leadership Program

Essay Questions

Please answer three (3) of the following five (5) questions (**question number 1 is required**). Please provide clear, informative, and appropriate answers to the questions below on a separate sheet of paper. Keep in mind that your application will be evaluated on content and quality. **Your responses must be typed.**

Question 1: Why do you think is critical to have a required freshmen seminar course such as Transition to Kean, GE 1000?

Questions 2: How would you go about building a peer leader relationship with new students?

Question 3: What advice would you give to a First-Year student?

Question 4: What is one way you have grown through your high school to college transition?

Questions 5: What has been your most memorable experience at Kean?

Please note that your signature gives the School of General Studies the authority to check your G.P.A. and verify your disciplinary status with the Office of Student Conduct and the Office of Residential Education and Services, as well as any academic integrity violations.

Signature _____ **Date** _____

- ◆ All **completed** materials (application, essay questions and two recommendation forms) must be returned to School of General Studies Room CAS 201 by March 31.
- ◆
For additional information, please call the School of General Studies at (908) 737 – 0330 or Gina Marano, Program Assistant at (908) 737 – 0337 or maranog@kean.edu.

Kean University
School of General Studies
General Education Mentor Peer Leadership Program
General Education Mentor Recommendation Form

To Be Completed By the Applicant:

Applicant's Name _____ Kean ID # _____

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives students the right to inspect and review their educational records, students may **waive their right** to view the completed recommendation form. The applicant will have access to this information if selected as a General Education Mentor, unless he/she waives the right to view it.

I waive my right to examine this letter. I do not waive the right to examine this letter.
 Signature _____ Signature _____

To be completed by the Recommender:

Dear Recommender: To assist the School of General Studies in its selection of new Mentors/Peer Leaders, please provide an honest appraisal regarding the strengths and weakness of the above named student. Please return this form to the following address no later than **March 31, 2014.**

Any Kean University undergraduate student is eligible to apply provided they meet the following criteria:

- Necessary personal characteristics for this position include: knowledge of campus resources, connectedness to and involvement on campus, appreciation of diversity, maturity, approachability, dependability, flexibility, good communication skills, willingness and ability to model appropriate behavior, maintain confidentiality, provide peer advisement (with proper training), provide supplemental learning (as appropriate to discipline) and mentor first-year students in the Transition to Kean course.
- Have a minimum G.P.A. of a 3.2 or higher
- Has sophomore standing or higher (28 credits and above as of the beginning of the Fall semester)
- Interest in working as a teaching-team member with a GE 1000 instructor(s)
- Completion of Peer Leader Training Workshops
- Free of any academic or disciplinary sanctions (i.e. Student Code of Conduct, Academic Integrity Policy Violations, etc.)

General Education Mentor Recruitment
 Attn: Gina Marano (maranog@kean.edu)
 School of General Studies, Room CAS 201
 Kean University
 Union, NJ 07083

Please assess the applicant's skills and abilities by circling the most appropriate number on the scale given.

1 – Poor 2 – Fair 3 – Good 4 – Very Good 5 – Excellent

Please write **not observed** next to a particular area if you have not observed the student's skills or particular area addressed.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Speaking before a group. | 1 | 2 | 3 | 4 | 5 |
| 2. Communicating on various levels with peers, faculty, and administrators. | 1 | 2 | 3 | 4 | 5 |
| 3. Assuming group leadership and motivation. | 1 | 2 | 3 | 4 | 5 |
| 4. Working cooperatively in a formal group. | 1 | 2 | 3 | 4 | 5 |
| 5. Leading a formal or informal group toward a common goal. | 1 | 2 | 3 | 4 | 5 |
| 6. Demonstrating tact in a difficult situation. | 1 | 2 | 3 | 4 | 5 |
| 7. Exhibits the ability to work independently <u>and</u> as part of a group. | 1 | 2 | 3 | 4 | 5 |
| 8. Presenting quality work on time in spite of a heavy workload and/or time limits. | 1 | 2 | 3 | 4 | 5 |
| 9. Exhibits a positive attitude. | 1 | 2 | 3 | 4 | 5 |
| 10. Demonstrates a desire to help others. | 1 | 2 | 3 | 4 | 5 |

Feel free to use the back of this recommendation form to include additional comments or attach a letter of recommendation.

Name of Recommender and Title/Position (Please print): _____

Company/Organization: _____

Address: _____

In what context do you know the applicant? _____

How long have you known the applicant? _____

Signature: _____

Date: _____