

## 2013-2014 PSEO Mentor Position Description

The position of PSEO Mentor involves an opportunity for returning students to develop a personal connection with new on-campus PSEO students at Northwestern. The purpose of the personal connection is to encourage the new students in social, academic, spiritual, and cultural areas of adjustment to life here on campus.

- **Social:** Encourage interaction with new friends, introducing the student to mentor's friends.
- **Academic:** Encourage good study habits. For example: complete homework and reading assignments in a timely fashion; manage time wisely; talk with the professor when there are questions.
- **Spiritual:** Share your personal experiences with God and how your spiritual life has been affected by being a student at Northwestern.
- **Cultural:** Support mentees as they adjust to the Northwestern community and celebrate their shared culture.

### Period of Appointment:

The PSEO Mentor's appointed term is August 28, 2013 – May 16, 2014.

### Qualifications

Candidates must:

- Be a full-time 2013-2014 sophomore, junior or senior in the traditional day school
- Preferably had previous PSEO experience – *but not required*
- Have a cumulative grade point average of 3.0 or above
- Be able to serve through fall 2013 and spring 2014
- Must demonstrate qualities of leadership, character, Christian maturity, genuine interest in working with and serving students, and the ability to provide an example of positive student behavior through upholding UNW agreements.

### Responsibilities:

Mentors are expected to:

1. Serve as a positive Christian role model and provide guidance by assisting students with the transition to the Northwestern community and the academic setting.
2. Commit to at least one meeting per month minimum with your mentees.
3. Commit to inviting the mentees to at least one UNW-sponsored or approved event per semester.
4. Communicate regularly with a member of the UOL office to discuss the progress of mentees.
5. Facilitate group sessions during the on-campus PSEO Orientation.
6. Participate in mentor training prior to on-campus PSEO Orientation.

**Personal Responsibilities:**

1. Be a committed Christian with a disciplined, personal walk with Christ; model a lifestyle of integrity.
2. Put Christ on display as you work with fellow PSEO Mentors and serve PSEO students.
3. Model appropriate self-care (eating, sleeping, studying, cleanliness, etc.).

**Participation Responsibilities:**

1. Participate in mandatory training, team building and social events held throughout the year.
2. Create formal and informal opportunities to connect with your PSEO mentees and to foster the continued building of relationships within the group throughout the year.

**Community Development Responsibilities:**

1. Attempt to help PSEO students gain a deeper understanding of the Christian commitment.
2. Organize opportunities for your PSEO mentees to attend events around campus which will serve to foster additional relationships beyond those within your group.
3. Model appropriate relationships and communication with other students.
4. Develop and maintain positive relationships with campus services and departments.

**Reporting Responsibilities:**

1. Refer students that are in need of special attention to the UOL PSEO Coordinator.
2. If necessary, promptly refer problems, emergencies, or violations of college policy to the UOL PSEO Coordinator.

**Application Requirements:**

Applicants must:

1. Complete mentor application and email or hand it into the Undergraduate Online Learning office by **no later than Friday, July 26<sup>th</sup>, 2013** (N4140; [uol@nwc.edu](mailto:uol@nwc.edu)).
2. Provide the names of two Northwestern faculty/staff members for reference.
3. Complete an interview with UOL office staff to clarify roles and responsibilities of the mentor position.