TEAM Baruch
LEADERSHIP

October 8, 2009

Dear TEAM Baruch Candidate:

Thank you for participating in the TEAM Baruch Peer Mentor Leadership Training and Development program. The leadership training and development team at Baruch College looks forward to meeting and working with you over the course of the next several weeks. Enclosed is a packet of information which contains all the information you will need to learn about TEAM Baruch and the many opportunities it offers.

We are looking for students who are dedicated, sincere, hard working, and truly committed to enhancing the Baruch community. This leadership training program is designed to give you an opportunity to develop your leadership skills and equip you with knowledge which can be used to enhance your experience not only as a Baruch student, but in life after Baruch. We hope this opportunity will serve as a valuable learning experience for you as an emerging student leader.

In order to be eligible to become a TEAM Baruch Peer Mentor, you must complete and submit a TEAM Baruch application. Once your application is reviewed we will contact you to schedule an interview. Based on the success of your application and interview, you will then be invited to attend TEAM Baruch training. Once your training is complete, you will be eligible to apply for several campus peer leadership positions. The attached packet contains a brief description of the varied peer programs we have to offer. A breakdown of what is contained in this packet is indicated below. Please pay close attention to this information:

- TEAM Baruch Peer Mentor Position Description & Training Schedule.
- TEAM Baruch Application.
- Position descriptions for TEAM Baruch peer leadership positions:
    - Freshman Seminar Peer Leader
    - Helpline : Health & Wellness Peer Counselors
    - Orientation Leader
    - Peer Academic Advisor
    - Peers for Careers

We look forward to meeting with you!

Sincerely,
The TEAM Baruch Training and Development Team

TEAM Baruch Peer Mentor Position Description & Training Dates

The TEAM Baruch Peer Mentor is a paraprofessional staff member (but not an employee) of the Division of Student Affairs & Enrollment Management at Baruch College. Peer Mentors are responsible for promoting an environment conducive to a positive student experience. It is their responsibility to supplement and complement the process of formal education by enhancing the quality of life within the Baruch community.

Students interested in participating in TEAM Baruch must fill out an application (attached) and participate in our training program. The 2009-2010 leadership training schedule is as follows:

Wednesday, January 13 8:30am-5:30pm AND
Thursday, January 14 8:30am-5:30pm

Attendance at all of these sessions is critical for the successful completion of leadership training.
During the week of TEAM Baruch leadership training, applications will be available for students to apply for various paid leadership positions around campus. These include:

- Orientation Leaders
- Freshman Seminar Peer Leaders
- Peer Academic Advisors
- Peers for Careers
- Helpline: Health and Wellness Peer Counselors

students are welcome to apply and interview for more than one position.
Some Peer Leader responsibilities are as follows:

*Advising and Counseling
- Being familiar with and understanding issues of confidentiality.
- Being available and visible to students in the Baruch community.
- Serving as an informed referral source to available professional resources.
- Working with Baruch students in a peer mentor capacity in various areas.

*Information, Communication and Resource Referral
- Attend weekly supervision meetings.
- Enforce and communicate Baruch College policies and procedures as the need arises.

*Programming and Activity Planning
- Creating, coordinating and organizing programs for Baruch students during the academic year.

*Maintenance, Limit Setting, Conflict Mediation and Safety Reporting
- Setting appropriate behavioral standards for all students.

*Administrative
- Working in administrative offices on various projects.
- Completing assigned paper work and administrative tasks in a timely manner.

TEAM Baruch Peer Mentor Application

Instructions: Please read and answer all questions completely. Print legibly or type your answers. In order for your application to be considered, you must return this application, with all questions completed, to the **Office of Student Life located in VC 2-210.** Incomplete applications will not be considered. Applications must be returned by **5pm, Friday, November 13.** Late applications will not be accepted.

Name: _____ Email: _____

Current Address:_____ Phone_____

Permanent Address:_____

_____

Class Year_____Major _____ Cumulative GPA_____

○ I am an Honors Student (please check the circle if "yes").

Anticipated Date of Graduation _____ Gender M _____ F_____

1. **Personal Statement:** Applicants are required to submit a 300-500 word statement telling us about yourself. In this statement please include your personal and educational background, career, goal/objectives, reason for applying to be a Peer Mentor, what you would hope to accomplish as a Mentor, and finally, a bit about what your greatest strengths and limitations are. This personal statement **must** be typed, and have your name on it. Please attach it to your completed application.

2. **Including this semester, how long have you attended Baruch College?**_____

3. **Time Commitments:** Please list any current or anticipated time commitments you have (i.e., other job(s), student teaching, research, major co-curricular involvement, etc):

   _____

   _____

4. **Employment:** Please provide the requested information for your last two positions held, including part-time and/or summer.

a. **Position:** _____

Employer_____

Supervisor Name_____**Phone #**_____

From _____ **To**_____

Reason for Leaving: _____

b. **Position:** _____

Employer_____

Supervisor Name_____**Phone #**_____

From _____ **To**_____

Reason for Leaving: _____

5. Community/Leadership Experience: List any positions/activities, which you have been involved with (eg. high school, student organizations, service programs, etc.)

Organization	Position	Dates

6. Which Peer Group/s would you be interested in applying for? Please check your response below, you can check off more than one:

- ○ Freshman Seminar Peer Leader
- ○ Helpline: Health & Wellness Peer Counselor
- ○ Orientation Leader
- ○ Peer Academic Advisor
- ○ Peers for Careers

Note: Once you have submitted your application you will be contacted within the next two weeks so that we may schedule an interview with you. Please make sure that you have given us an email address that you check frequently.

REQUIREMENTS

All TEAM Baruch Peer Mentors and TEAM Baruch Peer Mentor Applicants must:

1. Have and maintain a minimum 2.8 GPA while in the training process and in the position.

2. Be in good disciplinary standing with the College.

3. Have attended Baruch College for at least one full semester (freshmen are eligible to apply as training will commence in the spring) **or** have one year of Student Leader experience at another institution.

4. Understand that all positions are for the full academic year, spring 2009-Spring 2010.

5. **Participate and attend all leadership training classes and workshops. This includes 2 all day training sessions during January Intersession on January 13 and 14 from 8:30am to 5:30pm**

6. Be prompt at every session.

7. Actively participate in discussions and maintain a positive attitude at all sessions.

8. Role model ethical and positive behavior. Remember that as a student leader in training you are regarded as an example to students in the Baruch community.

9. Understand and adhere to the TEAM Baruch Peer Mentor Position Description as outlined on Page 1 of this application.

10. Understand that failure to maintain these requirements may result in loss of the student leader position.

I hereby affirm that all information provided in this application is true to the best of my knowledge. I understand that any false statements may result in removal from the application process. I understand that I must participate in all parts of the training and selection process including all interview phases in order to be considered to be a student leader.

_____ _____

Signature of Applicant Date