

First Year Mentor Application 2017

First Year Experience & New Student Programs
412-648-2172 | fye@pitt.edu | www.fye.pitt.edu

UNIVERSITY OF
PITTSBURGH

studentaffairs
STUDENT LIFE
OFFICE OF FIRST YEAR EXPERIENCE

What do Pitt First Year Mentors (FYMs) do?

The FYMs at Pitt are committed to providing vital service to new undergraduate students and their families as they make their transition to the University of Pittsburgh. We do that through developing and implementing comprehensive Orientation programs, First Year Experience events, Transfer Student workshops, and Commuter student initiatives. FYMs are connected student leaders and work collaboratively with offices in the Division of Student Affairs and more broadly throughout the University community. In the position, FYMs gain valuable experiences and skills in leadership, mentoring, group facilitation, public speaking, event planning, problem solving, and critical thinking. Additionally, you will be one of roughly 20 other FYMs and part of the FYE and New Student Program family which means you'll be working on a deeply connected team. Expect to learn a lot about yourself and others and maximize your Pitt experience!

Application/Selection Timeline:

- Application materials are due no later than Wednesday, March 15 at 5pm to William Pitt Union 119
- Interviews and Selection will take place between March 20 - 31
- Notification will take place on or before Wednesday, April 5
- Selected FYMs will begin employment **May 2017 and continue through December 2017**
 - This position runs the full calendar year; you must be available to work at Pitt May, June, July, & August. See below for responsibilities and time commitment.

Qualifications/Conditions:

- A minimum GPA of 2.5 is required
- Must be enrolled full-time at the University of Pittsburgh for Fall 2017
- Be currently free of any academic or disciplinary probation as set by the Student Code of Conduct (verified through the Student Conduct Disciplinary Clearance Form).
- Must live in Pittsburgh (or within reasonable commuting distance) from May – August
- Must be available for all FYM training sessions and Summer Orientation/FYM Programs
- **Any summer coursework or additional employment* cannot conflict with the following FYM expectations:**
 - FYM Training
 - Spring Training: Friday, April 7 (5-7p) & Saturday, April 22 (11 a – 2p)
 - Summer Training: Monday, May 8 – Friday, May 12 & Monday, May 15 – Friday, May 19
 - FYE Summer Sessions & PittStart Life on Campus (1-7p)
 - Monday, June 19
 - Thursday, June 22
 - Monday, June 26
 - Thursday, June 19
 - Monday, July 10
 - Wednesday, July 12
 - Monday, July 17
 - Monday, July 24
 - Monday, July 31
 - Monday, August 21
 - FYM In-Service Days
 - June 19; July 10 (9a – 12p)
 - August 17 (10a – 3p)
 - 8-10 Office Hours per week (scheduled during FYM Training)
 - FYM Team/Committee Meetings (bi-weekly)
 - New & Transfer Student Orientation, August 17 – 27, 2017

* Unfortunately, due to scheduling conflicts FYMs are not able to hold a Pathfinder or RA position

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Responsibilities:

- Represent Pitt and the Division of Student Affairs to students, parents, families, and guests
- Serve as a resource and leader for all new undergraduate students and assist in their transition to Pitt
- Assist with programs and events dedicated to new students in the fall and spring semesters
- Encourage students, parents, and families to participate fully in PittStart sessions and Orientation events
- Work cooperatively with staff, students and parents during PittStart sessions and New Student Orientation
- Participate in all Life on Campus presentations and skits during summer PittStarts
- Facilitate small group discussions during PittStarts
- Share in the vision and creation of Orientation events at Pitt
- Lead and participate in Division-wide initiatives; Pitt Make a Difference Day, Family Weekend, & I Love Pitt Day
- Opportunity to assist with Spring New Student Orientation in January 2018
- Be an outstanding role model and leader at all times, on and off the job
- Other duties as assigned

Benefits:

- Gain significant leadership experience
- Make a lasting impact on all incoming student, parents, and families
- Establish life-long friendships with fellow FYMs
- Spend the summer in Pittsburgh!
- Practice and improve upon your communication and interpersonal skills
- Excellent career experience for your résumé for all professional goals after graduation
- A great opportunity for networking and professional development
- Create strong connections with the University of Pittsburgh staff, faculty, and administration
- Help build the Pitt Community
- Get paid!
 - May – August: \$500 per month
 - September – December: \$ 100 per month
 - May & August - \$100 Panther Funds per month additional
 - **Housing, meals, and parking are not provided**
- FYM/Orientation gear & clothing
- Surprise swag!
- Have one of the most memorable and enjoyable experiences of your LIFE!

Time Commitment:

- Dates of employment: May 2017 – December 2017
- During the school year: Sept – Dec, FYMs are expected to hold 4 office hours per week and contribute up to 20 hours each semester to actively participating in FYE and New Student Program events
- During the summer: May – August
 - FYM Training (10 days in May)
 - PittStart Life on Campus sessions
 - FYM In-Service Days
 - 8-10 Office Hours per week (scheduling is flexible)
 - New & Transfer Student Orientation, August 17 – 27, 2017

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FYM Application Outline

1. Complete Contact Information and Application Questions (next page)
2. Personal résumé
3. **Submit a statement of support** (statement from a Pitt employee is encouraged)
 - a. If you don't have someone to write your statement, please email a reference contact name
 - b. If you believe you don't have a reference, still continue to submit your application
 - c. Statements of support or references are used to help in the decision process -- applications are still accepted without letters or references
 - d. If you know a current or previous First Year Mentor -- we will accept an email recommendation from them as well.
 - e. All references, letters of recommendation, or statement of support should be emailed to: Melissa Warthen, Associate Director of Student life at mmw45@pitt.edu
 - f. Any questions regarding to this process can be emailed to Melissa at mmw45@pitt.edu
 - g. Statements of support are due by the application deadline: March 15, 2017**
4. Participate in a 30-minute individual interview
5. Participate in a 1-hour group interview process

Mandatory Training Sessions & Programs

6. Read and Acknowledge the required FYM dates:
 - a. Please review and understand that you will likely be required to be available for the following dates listed below, participate fully in all job requirements, be a role model for all FYMs, and maintain the standards set for the Office of First Year Experience & New Student Programs at the University of Pittsburgh. By checking / not checking the bullet points you're acknowledging that you have reviewed the dates and their importance relating to the FYM role:
 - FYM Training
 - Spring Training: Friday, April 7 (5-7p) & Saturday, April 22 (11 a – 2p)
 - Summer Training: Monday, May 8 – Friday, May 12 & Monday, May 15 – Friday, May 19
 - FYE Summer Sessions & PittStart Life on Campus (1-7p)

• Monday, June 19	• Wednesday, July 12
• Thursday, June 22	• Monday, July 17
• Monday June 26	• Monday, July 24
• Thursday, June 19	• Monday, July 31
• Monday, July 10	• Monday, August 21
 - FYM In-Service Days (9a – 12p)
 - June 19; July 10
 - August 17 (10a – 3p)
 - 8-10 Office Hours per week (scheduled during FYM Training)
 - FYM Team/Committee Meetings (bi-weekly)
 - New & Transfer Student Orientation, August 17 – 27, 2017

Individual Interviews will be scheduled once your application is turned in and accepted. Our office is located on the 1st floor of the William Pitt Union (119) should you have any questions. Please don't hesitate to come to the office to visit with current FYMs and the FYE staff.

Best to you as you move through our application process!! We look forward to meeting each and every one of you!

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Contact & Application Information

First Name, Last Name: _____

Gender/Gender Identity Expression: _____

Pitt People Soft Number: _____

Pitt 2P#: _____

Local/Pitt Address (Street, City, State, Zip): _____

Pitt Email Address: _____

Contact Phone Number (Cell): _____

T-Shirt Size: _____ Birthday: _____

Year in College (Circle): **First-Year | Freshmen** **Sophomore** **Junior** **Senior**

Semesters at Pitt (Circle): **1** **2** **3** **4** **5** **6** **7** **8** **9** **10+**

Expected Graduation Date: _____

I came to Pitt as a (Circle): **New First-year | Freshmen** **Transfer Student**

If you did transfer, which institution(s) did you previously attend? _____

If you're an international student, what do you consider your home country? _____

Educational Information

What is your current major?: _____

If you're undeclared or changing your major, what are you changing your major to? _____

Last Semester's GPR/GPA: _____

Cumulative GPR/GPA: _____

*If you are a new student or don't have this information, please write N/A

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Application Questions

Please use time and thought as you answer the next series of questions. Please feel free to type your responses out in a word document. We do read each section of the application and each response should be at least 250 words.

1. **What is your motivation for applying to be a First Year Mentor at the University of Pittsburgh?**
2. **Describe your character and what specific strengths you would bring to the greater FYM team.**
3. **What is a challenge you have with your leadership style, and how can this position help you gain experience overcoming this challenge?**
4. **Briefly define the First Year Mentor position as you perceive it**
5. **Imagine you're a First Year Mentor. Please write a letter that you would send to an incoming Pitt student.**
6. **Optional – Is there any additional information that you would like to share?** (Answers submitted will be kept private. Please know that we seek applicants who are different and who represent ALL aspects of the Pitt student body (examples could be group affiliations, personal identities, special interests, unique qualities that have shaped the person you are, etc.)

Authorization

I authorize, through my signature below, the FYM Selection Committee to obtain information relating to my academic records. I understand that university officials are collecting this data to help determine my suitability and eligibility for the First Year Mentor position.

Signature: _____ Date: _____

Office Use Only

Date Received: _____

Signature of Office Staff _____