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 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 by **Friday, March 16, 2018 at 5:00 PM** to William Pitt Union 119. Candidates can also send a scanned copy of their completed application to **fye@pitt.edu** by the due date listed above.
- Individual and Group Interviews will take place between March 19 – March 30, 2018
- Notification will take place on or before Wednesday, April 4, 2018
- Selected FYMs will begin employment **May 2018 and continue through December 2018**
  - 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 during the Fall semester 2018
- 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: Monday, May 8 – Friday, May 12 & Monday, May 15 – Friday, May 19
  - FYE Summer Sessions & PittStart Life on Campus Presentations (Noon – 7 PM)
    - Monday, June 11
    - Thursday, June 14
    - Monday, June 18
    - Thursday, June 21
    - Monday, June 25
    - Thursday, June 28
  - Summer ALL FYM Meetings (Monthly – TBD)
  - 8-10 Office Hours per week
  - FYM Team/Committee Meetings (bi-weekly)
  - New & Transfer Student Orientation and Pre-Orientation Events, August 17 – 26, 2018

* Unfortunately, due to competing schedules FYMs are not able to hold a Pathfinder or Resident Assistant position.
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
  - May & August: $100 Panther Funds per month additional
  - Housing, meals, and parking are not provided
  - September – December: $100 per month
- FYM/Orientation gear & clothing
- Surprise swag!
- Have one of the most memorable and enjoyable experiences of your LIFE!
FYM Application Outline

1. Complete Contact Information and Application Questions (next page)
2. Personal résumé
3. Submit a statement of support
   a. If you don't have someone to write a statement of support, you can simply list the name and email of a someone that can provide a reference for you
   b. Statements of support or references are used to help in the decision process -- applications are still accepted without letters or references
   c. If you know a current or previous First Year Mentor -- we will accept an email recommendation from them as well.
   d. All references, letters of recommendation, or statement of support should be emailed to: Melissa Warthen, Associate Director, Student life at mmw45@pitt.edu
   e. Any questions regarding to this process can be emailed to Melissa at mmw45@pitt.edu
   f. Statements of support are due by the application deadline: March 16, 2018
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. When you submit your application, you’re acknowledging that you have reviewed the dates and their importance relating to the FYM role:
      o FYM Training: Monday, May 8 – Friday, May 12 & Monday, May 15 – Friday, May 19
      o FYE Summer Sessions & PittStart Life on Campus Presentations (Noon – 7 PM)
        ▪ Monday, June 11
        ▪ Thursday, June 14
        ▪ Monday, June 18
        ▪ Thursday, June 21
        ▪ Monday, June 25
        ▪ Thursday, June 28
      o Summer ALL FYM Meetings (Monthly – TBD)
      o 8-10 Office Hours per week
      o FYM Team/Committee Meetings (bi-weekly)
      o New & Transfer Student Orientation and Pre-Orientation Events, August 17 – 26, 2018
      o Pitt Family Weekend – Oct 2018
      o Pitt Make a Difference Day – Oct 2018

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). If you have questions, please come to the office to visit with current FYMs and the FYE staff.

We are excited to have you apply and we look forward to meeting you!
**First Year Mentor Application 2018**

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

**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 you 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*
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 ________________________________