February 26th, 2016

Dear CeO Scholar:

We are excited about your interest in the Guiding Peers to Success (GPS) Mentor Position and are sincerely interested in your qualifications. It is important that you complete this application in its entirety. Please note that information contained herein will be considered confidential and together with all attached papers, the property of the Center for Educational Opportunity (CeO). We are looking for committed, dependable, accountable, flexible, outgoing, and emotionally mature individuals who are receptive to constructive feedback, professional development, and willing to adapt to the role as needed to be an outstanding role model for the First-Year CeO Scholars.

**Responsibilities of GPS Mentors:**

GPS Mentors will supervise, communicate with, and be the liaison between GPS Professional Staff, GPS Lead Mentors, and the 2016-2017 First-Year CeO Scholars (GPS Mentees).

The GPS Mentor responsibilities will begin in August 2016 and will continue into May 2017. GPS Mentors will participate in GPS Mentor Training and assist the CeO Professional Staff with Strategies for Success, the First-Year CeO Scholar orientation in late August 2016.

One GPS Mentor will be assigned to a cohort of GPS Mentees. GPS Mentors are held accountable for making sure tracking attendance of required CeO activities, GPS Meetings, and assisting GPS Mentees with adjusting to campus life - both socially and academically.

Further duties include, but are not limited to: taking GPS Mentee attendance for your GPS Mentee group, communicating reminders and information to the GPS Mentees regarding GPS Meetings and other important reminders deemed important. GPS Mentors are held accountable to enforce GPS communication, technology, and attendance policies within their GPS Mentee group. GPS Mentors are expected to behave and act in a manner that is respectful of CeO community, guests presenting/visiting meetings, and inclusive to all people. The commitment to the August 2016 to May 2017 duration of the program is an important and integral expectation of the position.

Please fill out this application completely and do not hesitate to contact us if you have any questions. *All application materials are due Friday, March 11th, 2016 at 11:59 p.m.*

Sincerely,

*Wilma Callaway, Director*

*Megan McGarry, Assistant Director*
Instructions and Notifications:

1) Please complete all application material in this document.
2) Include a resume with the application.
3) Include a cover letter indicating what has prepared you to become a mentor for incoming CeO Scholars by describing a meaningful experience, a unique personal quality, and/or what new ideas would you bring to the GPS Mentoring Program.
4) Email your completed application (including resume and cover letter) to megan.mcgarry@wisc.edu or drop it off at CeO Office, care of Megan McGarry

Mentor Interview Dates & Times:
Monday, March 28th 2:00 PM – 3:00 PM
Wednesday, March 30th 9:30 AM – 12:00 PM, 1:00 PM – 4:00 PM
Thursday, March 31st 11:00 AM – 12:00 PM, 1:00 PM – 3:30 PM
Friday, April 1st 9:30 AM – 12:00 PM, 1:00 PM – 4:00 PM
*If you will be unable to meet within these times, please note it on the next section, and another appointment will be arranged.

Tentative REQUIRED Dates of Importance:
Mentor Training: August 15th – 26th, 2016

Will you be available during August 15th – August 31st 2016? ________________________

Eligibility: This program is open to all CeO Scholars who are currently registered at the University of Wisconsin-Madison. In order to be eligible we require our students to be in good academic standing with their School/College as well as with CeO.

Time Commitment: CeO Scholars who apply to be GPS Mentors will be paid hourly to work for CeO Strategies for Success and GPS Mentor training. A component of this job requires you to mentor to a group of 6-10 CeO First-Year Scholars for the full academic year and this service will also be paid hourly (approximately 2-5 hours a week). Additional dates will be given upon hiring.

Orientation & Training: To ensure that all GPS Mentors are prepared for the upcoming year, it is crucial to foster a positive group dynamic that will prepare a team to rise to the challenges of peer mentoring. Therefore, orientation and training sessions are designed to create an open dialogue between GPS Mentors and GPS Staff concerning expectations, planning group events, Strategies for Success, training, team building activities, mentoring rules/guidelines, policies, and strategies.
ALL SELECTED PARTICIPANTS MUST ATTEND:

- GPS Mentor Training
- Strategies for Success *(First-Year Student Orientation) Training*
- Weekly GPS Meetings/GPS Staff Meetings

Selection Process:

- All Application Materials are due Friday, March 11th, 2016 at 11:59 pm
- All Application Materials are reviewed by GPS Leadership Staff.
- Each GPS Mentor application will be evaluated on the resume, cover letter, and advisor reference.
- GPS Mentor applicants will be interviewed March 28th – April 1st, 2016. Please select all of the times that you are available to interview on the fourth page of this application.

General Information

Name: ____________________________________________
Email: __________________________________________
UW Student ID #: __________________________________
Current Local Address: _______________________________
ZIP ________ Phone Numbers: __________________________
Ethnicity: __________________________ Year in School: ____________
Major(s): __________________________________________
Cumulative GPA: ______________ Expected date of Graduation: _______________________
CeO Advisor: ________________________________
Are you currently in good *academic standing?  YES_______ NO _______
*Active with CeO, in good academic standing with your school or college, and have no Dean of Student’s actions pending
If no, please attach a separate sheet to explain.

SIGNATURE: ___________________________ DATE: ___________
**Interview Schedule**

Please circle all of the times you are available

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**APPLICATION DEADLINE:** *All Materials are due by Friday, March 11th, 2016 at 11:59 pm*
Advisor Reference Authorization Form

As a part of the GPS Mentor Application, the GPS Leadership Staff will contact your CeO Academic Advisor to ask the following questions. Please sign below to give consent to GPS Staff and your CeO Advisor to discuss your reference. Thank you!

Name: __________________________ Signature: __________________________

1. How well do you know the applicant?
   (Not well) 1 2 3 4 5 (very well)
   Comments:

2. How would you rate this student on maturity and stability?
   (Unsatisfactory) 1 2 3 4 5 (excellent)
   Comments:

3. How would you rate this person’s ability to work with others?
   (Unsatisfactory) 1 2 3 4 5 (exceptional)
   Comments:

4. Do you think the applicant demonstrates good role modeling characteristics and skills? Why or Why not?
   (Weak candidate) 1 2 3 4 5 (outstanding)
   Comments:

5. Additional comments: