



Peer Mentoring Program 2023

A project funded by the Student Equity and Achievement Program

We thank you for your interest in becoming a peer mentor!

Please note that you must be available to serve as a mentor for the summer and fall semesters of 2023. See the “Important Dates” section of this application packet for details.

You must also be a second or third-year student at GCC.

APPLICATIONS ARE DUE BY Friday, June 23, 2023

This packet includes the following:

- Mentor Job Description
- Important Dates
- Program Application
- Short Essay Questions Instructions
- Self-Assessment

Minimum requirements to become a mentor:

Must be enrolled in at least 6 units for the Fall 2023 semester
Must have a minimum cumulative GPA of 2.5
Be open-minded, caring, and compassionate

David Crawford
Sierra Madre 267
Ext. 5662
dcrawford@glendale.edu

Kelly Andrade
Sierra Madre 267
Ext. 5580
kandrade@glendale.edu

A completed application packet is due by (or before) Friday, June 30, 2023 by 12:30 pm in the Multicultural & Community Engagement Center in Sierra Madre 267 or via email.

* PLEASE NOTE *

You **do not** need to qualify for financial aid for these positions.

SPARK Mentor Job Description

The primary objective of the Students Providing Access, Resources, and Knowledge (SPARK) Peer Mentoring Program is to contribute to the advancement of first-year students by aiding in their academic, emotional, and social adjustments to college.

SPARK Mentees will be enrolled in a summer bridge program which will help them learn about the campus as well as explore what direction they would like to take in higher education.

Mentors will meet with mentees and will facilitate activities that help with adjusting to college life and exploring the various areas of the college as well as help them with personal development.

As a mentor, you will be a trusted guide and help new students during their first year by providing them assistance and helping them to eventually become independent.

*** PLEASE NOTE ***

Proficiency in another language is by no means required. However, it may be helpful when working with students where English isn't their first language.

SPARK Mentor Duties/Responsibilities

Have a positive and helpful attitude.

Inform and encourage mentees to attend campus activities (lectures, workshops, cultural, recreational).

Check in with mentees on a regular basis in-person, by phone, by email or other means.

Complete a contact log each month (required).

Attend scheduled mentoring sessions.

Attend program activities such as end of the semester get together, Welcome Day, etc.

Refer mentees to campus resources, as necessary.

Perform all duties assigned to the best of your ability.

(It's important to recognize that the mentor/mentee relationship is important and your participation in some activities is required.)

Important Dates 2023

If you know you cannot participate in the MANDATORY training, please do not apply to the program as missing the training will result in termination from the mentor position and the program cannot replace terminated mentors

***Applications Accepted
(by 12 NOON)***

January 23 to June 23

Program applications will become available on April 4th at the Multicultural & Community Engagement Center and online at our website.

Individual Meetings

January 3 to June 30

Each applicant is required to meet virtually or in person with SPARK staff for a brief 30-minute meeting. The purpose of the meeting is to go over the roles, responsibilities, and expectations of the mentor. It's also an opportunity to meet potential mentors before final decisions are made. ***Individual meetings will be scheduled as applications are received.***

Application Decisions

Varies

Applicants will be informed of their application status within one week after your individual meeting.

Mentors Hired/Processed

June 30 to July 6

Mentors must go through a hiring process which must be completed before you can get paid.

***MANDATORY Mentor Training
(In-person) (10 am - 4 pm)***

Friday, July 7

Mentors must go through a 6-hour training required for the program. ***No exceptions.***

Summer Bridge/SPARK Mentoring Begins

Week of July 10

***End of Program Culmination/Celebration
(12 NOON to 1:30 pm)***

Friday, December 15

Application Checklist

Please make sure you have completed or turned in the following:

1. SPARK Peer Mentor Program Application
2. Peer Mentor Essay Question Responses
3. SPARK Mentoring Session Preferences
4. Self-Assessment Form

If at any time during the process of completing the application you have a question, please contact:

*Kelly Andrade at kandrade@glendale.edu
or by calling 818.240.1000, ext. 5580*

or

*David Crawford at dcrawford@glendale.edu
or by calling 818.240.1000, ext. 5662*

SPARK Peer Mentoring Program Application

All applicants must complete an application, respond to the essay questions, and turn in a self-assessment form.

Please check one: I am a Returning Peer Mentor New Peer Mentor

Name:	Student ID#:
Cell Phone Number	
GCC Email:	
<i>(Please do not provide a personal email. We will only email you at your official GCC email.)</i>	

Major, if known:	Career Goal, if known:
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List activities in which you have been involved in while attending GCC:

What is one piece of advice you would give a new GCC student?

By typing my name below, I verify that the information above is correct to the best of my knowledge. I have read and understand all of the material enclosed within this application packet and acknowledge that I will carry out the Peer Mentor responsibilities to the best of my ability.

Signature:	Date:
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SPARK Peer Mentor Essay Questions

NEW Peer Mentor Applicants:

Please answer the following set of questions on a separate sheet of paper (typed/double spaced) and attach to your application.

1. Briefly tell us a little bit about yourself, focusing on significant events that have shaped your character and your personality.
2. What do you hope to gain from this position?
3. What is the greatest strength that you feel you could bring to the peer mentoring program?
4. What do you see as three (3) major issues facing first-year students? As a peer mentor, how would you help a student deal with these issues?
5. Think back to your high school experience and the process of applying to come to GCC. What obstacles did you have part of the process of getting to GCC? How would you change the transition process for new students?

RETURNING Peer Mentor Applicants:

Please answer the following set of questions on a separate sheet of paper (typed/double spaced) and attach it to or email with your application.

1. Briefly tell us a little bit about yourself, focusing on how you have changed, grown, or developed in the past year.
2. As a returning peer mentor, what leadership qualities do you hope to build on in returning to this position?
3. Briefly describe your previous peer mentor experience. What did you learn? What was your favorite part of being a peer mentor? What was the least favorite part of being a mentor?
4. How did you overcome problems/challenges in your relationship with your mentee?
5. What do you think that new peer mentors can learn from your guidance as a returning mentor?

SPARK Mentoring Session Preferences 2023

Mentors must choose which blocks of time/week they will be participating and must be available for the entire block they check.

Please check off all the blocks that you are available to work.

<u>Morning Block</u>	<u>Afternoon Block</u>	<u>Evening Block</u>	<u>Late Evening Block</u>
11:30 a.m. to 1:30 p.m. Monday, Wednesday, Friday	1:00 p.m. to 3:00 p.m. Monday, Wednesday, Friday	5:00 p.m. to 7:00 p.m. Monday, Wednesday, Friday	7:00 p.m. to 9:00 p.m. Monday, Wednesday, Friday

Reminder: If you check a block, you are available ALL three days/times for that week.

Week of July 10 - 14	<input type="checkbox"/> Morning Block (Remote) M, W, F 11:30 a.m. to 1:30 p.m.	<input type="checkbox"/> Morning Block (In Person) M, W, F 11:30 a.m. to 1:30 p.m.	<input type="checkbox"/> Afternoon Block (In Person) M, W, F 1:00 p.m. to 3:00 p.m.	<input type="checkbox"/> Evening Block (Remote) M, W, F 5:00 p.m. to 7:00 p.m.
Week of July 24 - 28	<input type="checkbox"/> Morning Block (In Person) M, W, F 11:30 a.m. to 1:30 p.m.	<input type="checkbox"/> Afternoon Block (In Person) M, W, F 1:00 p.m. to 3:00 p.m.	<input type="checkbox"/> Afternoon Block (Remote) M, W, F 1:00 p.m. to 3:00 p.m.	
Week of August 7 - 11	<input type="checkbox"/> Morning Block (In Person) M, W, F 11:30 a.m. to 1:30 p.m.	<input type="checkbox"/> Morning Block (Remote) M, W, F 11:30 a.m. to 1:30 p.m.	<input type="checkbox"/> Afternoon Block (In Person) M, W, F 1:00 p.m. to 3:00 p.m.	<input type="checkbox"/> Late Evening Block (Remote) M, W, F 7:00 p.m. to 9:00 p.m.
Week of August 14- 18	<input type="checkbox"/> Morning Block (Remote) M, W, F 11:30 a.m. to 1:30 p.m.	<input type="checkbox"/> Morning Block (In Person) M, W, F 11:30a.m. to 1:30p.m.	<input type="checkbox"/> Afternoon Block (Remote) M, W, F 1:00 p.m. to 3:00 p.m.	<input type="checkbox"/> Evening Block (In Person) M, W, F 5:00 p.m. to 7:00 p.m.

Instructions for Self-Assessment

Your Name _____ **ID#** _____

***Please rate yourself on the following items.
We are not looking for "perfect" individuals
but rather to see what skills you bring and what skills
you feel you can develop as a SPARK Peer Mentor.***

	Needs Improvement	Average	Excellent
Initiative and ability to learn	___	___	___
Integrity	___	___	___
Receptivity to Feedback	___	___	___
Assertiveness	___	___	___
Dependability	___	___	___
Ability to handle stressful situations	___	___	___
Sensitivity toward others	___	___	___
Creativity	___	___	___
Ability to work in a team	___	___	___
Communications/clarity in speaking	___	___	___

Comments: