

Student Peer Counselor Application Orientation 2009-2010

Rhode Island College

Please read the attached position description *before* completing this application.
COMPLETED APPLICATIONS ARE DUE MONDAY, APRIL 13, 2009

Name _____ Student ID # _____

Current Mailing Address _____

Phone # _____ Cell Phone # _____ RIC Email _____

Permanent Address _____

Attempted Credits (this semester) _____ Total Earned Credits _____ Cumulative GPA _____

Curriculum _____ Concentration or Major _____

Please attach a personal statement (two pages, double space, *maximum*) concerning:

1. Why you want to be a Student Peer Counselor and what skills or characteristics you possess that would make you a valuable resource to new students and the Orientation 2009 team.
2. Your effectiveness in working with others. For example: your ability to work as a team member, reconcile divergent points of view, command respect from your peers, effectively perform under stress, and assume a leadership role and take initiative.
3. Any activities or groups you are involved with at RIC.
4. Your knowledge of Rhode Island College curricula, majors, concentrations, and the General Education Program.

Recommendations:

Please provide two recommendations (using the attached sheets). One should be from a faculty member and one from an employer. If an employer is not accessible, please substitute someone who can evaluate how you work with others. Returning Student Peer Counselors are asked to provide *current* references.

1. _____ (name) _____ (title)

_____ (address) _____ (phone #)

2. _____ (name) _____ (title)

_____ (address) _____ (phone #)

By signing this application, I understand that if hired, I agree to fulfill all duties and participate in all training and program dates outlined in the position description.

Signature _____ Date _____

All applications must be completed and submitted to the Office of Academic Support and Information Services (*including recommendations*) by **Monday, April 13, 2009**. It is the applicant's responsibility to insure that all materials, *including recommendation forms*, are submitted by April 13. Please sign up for an interview at the time of application drop-off.

OASIS is an Equal Opportunity/Affirmative Action Employer

Rhode Island College Orientation Student Peer Counselor Recommendation Form
Employer Reference Form

► **This section is to be filled out by the applicant.**

Name of applicant _____ Student ID # _____

Name of reference _____

Title/Position of reference _____

► **This section is to be filled out by employer.**

For each item, circle the number from 5 (for high) down to 1 (for low) to indicate your judgment of the degree to which the applicant possesses or has demonstrated the attribute identified on each scale. Circle NA if you have insufficient knowledge to make a judgment.

	(high)			(low)		
1. Effective oral communication	5	4	3	2	1	NA
2. Effective written communication	5	4	3	2	1	NA
3. Effective collaboration with fellow employees	5	4	3	2	1	NA
4. Ability to command respect of peers/co-workers	5	4	3	2	1	NA
5. Enthusiasm for taking on new responsibilities	5	4	3	2	1	NA
6. Motivation and self direction	5	4	3	2	1	NA
7. Responsibility, reliability and punctuality	5	4	3	2	1	NA
8. Respect for individual and cultural diversity	5	4	3	2	1	NA
9. Potential to serve as a student leader	5	4	3	2	1	NA

How long have you known the applicant? _____

Please use the back of this form for any additional comments.

Signature of reference _____ Date _____

Applicant please note: All completed applications will be reviewed on their merits without considering an applicant's choice to waive or not to waive the privilege of access to references submitted.

I hereby **WAIVE** my right of access to this recommendation.

(signature)

I hereby **DO NOT WAIVE** my right of access to this recommendation.

(signature)

ALL APPLICATION MATERIALS ARE DUE APRIL 13, 2009

Rhode Island College Orientation Student Peer Counselor Recommendation Form
Faculty Reference Form

► **This section is to be filled out by the applicant.**

Name of applicant _____ Student ID # _____

Name of reference _____

Position of reference _____

► **This section is to be filled out by faculty member.**

For each item, circle the number from 5 (for high) down to 1 (for low) to indicate your judgment of the degree to which the applicant possesses or has demonstrated the attribute identified on each scale. Circle NA if you have insufficient knowledge to make a judgment.

	5	(high) 4	3	2	(low) 1	NA
1. Effective oral communication	5	4	3	2	1	NA
2. Effective written communication	5	4	3	2	1	NA
3. Respect for individual and cultural diversity	5	4	3	2	1	NA
4. Effective collaboration with fellow students	5	4	3	2	1	NA
5. Ability to command respect of peers/fellow students	5	4	3	2	1	NA
6. Enthusiasm for learning	5	4	3	2	1	NA
7. Motivation and self direction	5	4	3	2	1	NA
8. Responsibility and reliability	5	4	3	2	1	NA
9. Potential to serve as a student leader	5	4	3	2	1	NA
10. Knowledge of RIC curricula, majors, concentrations, and General Education program	5	4	3	2	1	NA

How long have you known the applicant? _____

Please use the back of this form for any additional comments.

Signature of reference _____ Date _____

Applicant please note: All completed applications will be reviewed on their merits without considering an applicant's choice to waive or not to waive the privilege of access to references submitted.

I hereby **WAIVE** my right of access to this recommendation.

I hereby **DO NOT WAIVE** my right of access to this recommendation.

(signature)

(signature)

ALL APPLICATION MATERIALS ARE DUE APRIL 13, 2009

Student Peer Counselor Position Description

The position of Student Peer Counselor (SPC) requires a high degree of interpersonal and leadership skills, and professional conduct. The role of the Student Peer Counselor is to help acquaint new students and their families with the college and all of its aspects – academic, social, and cultural as well as prepare them for a smooth transition to college.

The Student Peer Counselor will be responsible for:

- Supervising new students in both overnight and one-day programs including workshops, residence hall activities, recreation activities, information sharing sessions, campus tours, special programming, and academic advising.
- Assisting faculty advisors with new student scheduling including preparing classrooms for advising, greeting freshmen as they arrive for advising, assisting new students in scheduling, and facilitating on-line registration.
- Assisting with the Parents' Programs.

The Student Peer Counselor is expected to:

- Relate effectively and positively to new students, parents, faculty, staff, and administration at the college. Since this individual is representing Rhode Island College, it is important to be able to present oneself and the college in a positive manner.
- Function effectively in leading group interaction and activities, maintaining an openness and willingness to accept and to learn from others, and maintain a spirit of cooperation and respect for fellow student peer counselors.
- Live in an assigned residence hall for summer training and the duration of the July program, as well as attend all training sessions and program dates. Punctuality is emphasized. Student Peer Counselors should be available for all dates specified.
- Actively encourage freshmen to participate in all programs during the Orientation sessions. Therefore, the SPC should act as a "role model" and not initiate any inappropriate activity of any kind during the program.
- Adhere to and enforce all college and orientation policies and procedures.
- Carry out any related responsibilities assigned by either the Director or Coordinator of OASIS.
- Non-compliance with these personnel practices are grounds for dismissal from the program.

Requirements, Schedule, and Compensation:

Student Peer Counselors are required to have a minimum 2.40 grade point average, be currently enrolled at Rhode Island College, and expect to be enrolled for the fall 2009 and spring 2010 semesters. Each student peer counselor must be able to work June 22–July 22, 2009; August 14, 17, 18, and 19, 2009; and January 12, 13, and 14, 2010. In addition, students will be required to attend an introductory luncheon in May, as well as some additional activities before June 22. These additional meetings and/or activities will not total more than 5 hours.

New Student Peer Counselors	\$1,700 plus room and board
Returning Student Peer Counselors	\$1,900 plus room and board
Head Peer Counselor	\$2,100 plus room and board

All activities in May, June and July are compensated by the above rate. Student Peer Counselors receive separate compensation for August and January Orientation. All SPC's should be available to do follow-up work with new students during the 2009/2010 academic year. Both opportunities are separately compensated.