

# **Transfer Peer Adviser Application 2008**



## **Contact Information:**

### **Orientation and Parent Programs**

847-491-8430

Fax: 847-467-2523

wildcatwelcome@u.northwestern.edu

### **Michele Mackie, Graduate Assistant**

847-497-1016

mmackie@northwestern.edu



# APPLICATION PROCESS

---



The Transfer Peer Adviser position is an entry-level leadership position that enhances Wildcat Welcome (WW) in numerous ways. Transfer Peer Advisers act as liaisons between Northwestern and transfer students. Each Transfer Peer Adviser will be assigned a group of transfer students and will be responsible for mentoring them in all of their needs throughout Wildcat Welcome. During WW, Transfer Peer Advisers are responsible for helping to make their group's experience a fun, eventful, and informational week by participating in all WW events and programs. Please review the detailed job description on pages 3-4 for further information.

## How to apply:

1. Carefully read the attached Transfer Peer Adviser position description as well as the selection and training timeline so you are familiar with all of the responsibilities and expectations associated with the position.
2. Fill out the application thoroughly with complete answers, signatures, and information. Double check your application to ensure it is filled in completely and that all supplemental information is included.
3. Turn in completed application to Michele Mackie no later than **Thursday, May 1 at 5pm**. Late applications will not be accepted. Incomplete applications will not be considered.
4. Sign up for an interview time when you turn in your application located on Michele Mackie's office door, Scott Hall, Room 27 (directly across from Services for Students with Disabilities). Dates and times will be determined on a first-come, first-served basis, so turn in your application early!
5. Applicants will be notified on **Monday, May 12** via email.

If you have any questions or concerns, please feel free to contact

Michele Mackie

[mmackie@northwestern.edu](mailto:mmackie@northwestern.edu)

# JOB DESCRIPTION

---



Position Title: **Wildcat Welcome Transfer Peer Adviser**

Dates of Term: **May 12, 2008 – November 9, 2008**

General Description: The Transfer Peer Adviser position is an entry-level leadership position that enhances Wildcat Welcome (WW) in numerous ways. Transfer Peer Advisers act as liaisons between Northwestern and transfer students. Each Transfer Peer Adviser will be assigned a group of transfer students and will be responsible for mentoring them in all of their needs throughout Wildcat Welcome. During WW, Transfer Peer Advisers are responsible for helping to make their group's experience a fun, eventful, and informational week by participating in all WW events and programs.

## General Responsibilities and Expectations:

- ❖ Attend all Transfer Peer Adviser trainings and meetings during the Spring quarter- attendance policy will be in effect.
- ❖ Maintain close communication with your Transfer Peer Coordinator over the summer for Wildcat Welcome updates and for answer to questions and concerns.
- ❖ Regularly contact your group of transfer students over the summer to begin the transition process via phone or email.
- ❖ Attend One-Day Intensive Training, one day prior to the beginning of Wildcat Welcome, September 15, 2008.
- ❖ Assist with new student move-in at assigned residence hall area. This includes check-in, moving boxes, conversing with parents and family members, and creating a welcoming environment.
- ❖ Attendance at required assigned Wildcat Welcome events and activities.
- ❖ Wildcat Welcome responsibilities associated with your particular school.
- ❖ Assist the Transfer Coordinators and Wildcat Welcome Board of Directors with implementing the Essential NU sessions, social activities, President's Convocation, and various other Wildcat Welcome events.
- ❖ Answer all new students' questions with honest and appropriate answers.
- ❖ Return to Northwestern **two days** prior to the start of WW, **Monday, September 15, 2008**, to participate in Fall Training.
- ❖ Attend ALL WW-related events.
- ❖ Coordinate solutions to problems, issues, or emergencies encountered during WW.
- ❖ Be prepared to devote all of your time during the week of Wildcat Welcome to Wildcat Welcome events.
- ❖ Assist with assigned Academic School's Dean's Convocation.
- ❖ Other duties as assigned.

**Requirements and Characteristics for ALL Transfer Peer Advisers:**

- ❖ Able to commit 2-3 hours/week during winter and spring quarters and at least 40 hours during Wildcat Welcome
- ❖ Willing to sign and abide by the Wildcat Welcome alcohol and attendance policy
- ❖ Motivating
- ❖ Positive attitude
- ❖ Organized
- ❖ Excellent communication skills
- ❖ Exceptional interpersonal relationship skills
- ❖ Flexible
- ❖ Mature
- ❖ Professional
- ❖ Passionate about Wildcat Welcome, Northwestern University, and transfer students' needs
- ❖ Ability to serve as a role model and mentor
- ❖ Open-minded toward diverse cultures, ethnicities, lifestyles, and backgrounds

*\*\*\*Refer to page 5 for specific structure and organization of Wildcat Welcome Staff*

# WILDCAT WELCOME STAFF STRUCTURE



## Wildcat Welcome Student Board of Directors (5)

Responsibilities:

- PC Staff Selection
- PA Staff Training
- Commuter Orientation
- School Liaison
- Move-In Liaison

Responsibilities:

- PC Staff Selection
- PA Staff Training
- Social Programs
- School Liaison
- Move-In Liaison

Responsibilities:

- PC Staff Selection
- PA Staff Training
- Purple Posse
- School Liaison
- Move-In Liaison

Responsibilities:

- PA Staff Selection
- PC Staff Training
- Purple Posse
- School Liaison
- Move-In Liaison

Responsibilities:

- PA Staff Selection
- PC Staff Training
- Public Relations
- School Liaison
- Move-In Liaison

## Peer Coordinators/Transfer Peer Coordinators

Role of PC

- Consistent mentor for the school, panelist, etc. throughout the year
- Supervise a group of Peer Advisers
- Coordinate PA work at various events and move-in locations
- First line of contact for Peer Advisers
- Communicate to Peer Advisers about WW Updates
- Recruit, train and manage the Purple Posse
- Work with CSI and the WW Board to coordinate Social Programs
- Coordinate Essential NU events during WW
- Help with Family Weekend, as assigned

Selection

Based on the request of the school, either the school or Orientation and Parent Programs will select these students. Interviews will be an individual and group interview preferably early spring or late winter.

Commitment

Winter Quarter (once selected) to end of Fall Quarter of following year.

## Peer Advisers/Transfer Peer Advisers

Role of PA

- Mentor a group of freshmen or transfer students
- Help new students move in to the residence halls
- Lead your peer group to Essential NU programs and discuss various topics related to those specific Essential NUs
- Lead icebreakers and team builders with group
- Help support and advise students with their class registration
- Work various events and programs during WW

Selection

Based on the request of the school, either the school or Orientation and Parent Programs will select these students. Interviews will be an individual and group interview in spring quarter. Peer Coordinators will conduct some of the interviews

Commitment

Spring (once selected) to end of Wildcat Welcome

# APPLICATION



~Please type or print neatly

Name: \_\_\_\_\_  
(last) (first) (M.I.)

Current Address: \_\_\_\_\_  
(Street Address) City State ZIP

Phone (School): \_\_\_\_\_

Northwestern Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Transfer to NU? \_\_\_\_ If Yes, from Where? \_\_\_\_\_

Gender: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ T-shirt Size (**circle one**) S M L XL

Your School (circle one): WCAS Medill Music Comm MEAS SESP

Major(s): \_\_\_\_\_ Minor(s): \_\_\_\_\_  
\_\_\_\_\_

Please list past WW staff experience(s) (position and year):

Please list other current commitments (work, clubs and/or organizations, etc.):

*While being involved in some of the activities listed below will not necessarily exclude you from the role, we want to be clear that you will experience conflicts throughout the WW program that will preclude you from doing WW or your other activities and may be a deciding factor in our selection process.*

Are you a member, or anticipate becoming a member of a fall sports team such as cheerleading, soccer, football etc...? Yes or No

Are you currently a part of the Gateway Science Workshop program or plan to be in the future? Yes or No

Why do you want to become a Transfer Peer Adviser?

**By signing, I hereby agree:**

- To release my academic and disciplinary records to the Director of Orientation and Parent Programs for review
- To uphold the enclosed duties of the WW Board of Directors position
- That I am aware that my Facebook profile may be viewed throughout the application process

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Decisions will be made by **Monday, May 12, 2008**. If you are selected, you will be required to attend the **Transfer Peer Adviser Training on Wednesday, May 14**, as well as all PA training dates, which are listed on the following page. All applicants should keep these dates open until the WW Transfer Peers Adviser staff has been selected.

# SELECTION AND TRAINING TIMELINE



\*Keep in mind that as a Board member, you will have to attend all of the training events as well as many of the interview and selection dates, so plan accordingly!

<b>Transfer Peer Adviser Selection:</b>	
Friday, April 25, 2008	Applications available campus-wide
Monday, April 28, 2008	TPA Call-Out Information Session (9-10pm) Armadillo Room, Norris University Center
Wednesday, April 30, 2008	Applications due to Michele Mackie by 5pm
Monday, May 5, 2008	7-9pm Interviews
Tuesday, May 6, 2008	7-9pm Interviews
Wednesday, May 7, 2008	7-9pm Interviews
Monday, May 12, 2008	Applicants notified via email

<b>Spring Training Schedule:</b>	
Wednesday, May 14, 2008	TPA Training (7-9pm)
Thursday, April 24	PA Training (7-9pm)
Wednesday, May 21	PA Training (7-9pm)
Thursday, June 5	Staff Training Wrap Up (7:00pm-8:30pm)

<b>Summer/Fall Dates:</b>	
Monday, September 8	WW Board back on campus
Sunday, September 14-Monday, September 15 (tent.)	PC Retreat (off-campus)
Monday, September 15	All-Staff Intensive Training
September 16 – 22	Wildcat Welcome 2008