Dear Applicant:

We are excited about your interest in the Guiding Peers to Success (GPS) Mentor Position and are sincerely interested in your qualifications.

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.

It is important to complete this application in its entirety. Please note that information submitted will be considered confidential and together with all attached papers, the property of the Center for Educational Opportunity (CeO).

Application Instructions
1) Please complete the 1) Application Information and 2) Interview Availability included in the GPS Mentor Application 2017-2018 - Application Inform & Schedule Availability PDF
2) Please include a 1) Cover Letter and 2) Resume
3) Email your completed application materials (listed above) to megan.mcgarry@wisc.edu or drop it off at CeO Office Front Desk in care of Megan McGarry. The Front Desk worker can leave it the staff mailboxes.
4) All Application Materials are due by Monday, March 13, 2017 at 12:00 pm.

Mentor Interviews will be scheduled on the dates and times listed below. You will be notified via e-mail about interviews by the end of the day on Tuesday, March 14, 2017. Please check your email, so we can schedule meetings in a timely manner.

Mentor Interview Dates & Times:
- Monday, March 27th 9:00 am – 12:00 pm & 1:30 – 4:00 pm
- Tuesday, March 28th, 1:00 – 3:30 pm
- Wednesday, March 29th 9:00 AM – 12:00 pm
- Thursday, March 30th 2:00 – 3:30 pm

If you will be unable to meet within the times listed, we will work to schedule another appointment.

Please fill out this application completely and do not hesitate to Wilma or Megan if you have any questions. All application materials are due Monday, March 13 at 12:00 pm.

Sincerely,
Wilma Callaway, Director
Megan McGarry, Assistant Director
GPS MENTOR POSITION DESCRIPTION RESPONSIBILITIES & REQUIREMENTS

Description & Responsibilities of GPS Mentors:
• GPS Mentors will supervise, communicate with, and be the liaison between GPS Professional Staff, GPS Lead Mentors, and the 2017-2018 First-Year CeO Scholars (GPS Mentees).
• The GPS Mentor responsibilities will begin in mid-August 2017 and will continue into May 2018.
• Participate in GPS Mentor Training
• Participate and assist the CeO Staff with Strategies for Success, the First-Year CeO Scholar orientation in late August 2017.
• One GPS Mentor will be assigned to a cohort of 5-8 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.
• Document GPS Mentee attendance for your GPS Mentee group,
• Communicate reminders and information to the GPS Mentees regarding GPS
• Kindly enforce GPS communication, technology, and attendance policies within their GPS Mentee group.
• Behave and act in a manner that is respectful of CeO community, guests presenting/visiting meetings, and inclusive to all people.
• Commit to the August 2017 to May 2018 duration of the program as it is an important and integral expectation of the position.

Minimal Requirements:
• CeO Scholar who is committed, self-directed, dependable, accountable, flexible, outgoing, and emotionally mature individual who is receptive to constructive feedback, professional development, and willing to adapt to the role as needed to be a leader in GPS Mentoring and the Center for Educational Opportunity.

Time Commitment & Compensation:
• The GPS Mentor responsibilities will begin in August 2017 and will continue through May 2018. This time commitment for the entire duration of the program is an important and integral part of the responsibility of the GPS Mentor position.
• During the academic year, the GPS Mentor will need to dedicate two hours a week to attend the GPS Mentoring Meetings, 4:00 – 6:00 pm every Thursday and the time needed to communicate with their GPS Mentee Group and enter in their hours into the online Human Resources system.
• CeO Scholars who apply to be GPS Mentors will be paid hourly to work for CeO Strategies for Success and GPS Mentor Training, and the weekly GPS Mentoring Meetings (approximately 2-3 hours a week).
Preferred Requirements:
• Ability to maintain honest, clear, and consistent communication with supervisors
• Ability to maintain honest, clear, and consistent communication with GPS Mentees in your group
• Passion for the success of CeO and ambition to make positive change
• Ability to work through conflict with a positive attitude and respect
• Ability to address inappropriate behavior and work through a solution with a positive attitude and respect
• Punctuality
• Ability to commit the necessary time in the academic year
• Ability to commit time during the summer to GPS Mentor Training and Strategies for Success
• Excellent team work skills
• Comfort and experience with public speaking
• Positive attitude towards obstacles/barriers and a willingness to work through or around them
• Ongoing growth and commitment to professionalism
• Emotional maturity
• Values being a Role Model for GPS Mentees
• Understanding of CeO representation at all times
• Empathy for the experience of other people
• Experience and willingness to foster connection between all communities of people

Mandatory Dates of Importance to the GPS Mentor Position:
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.

• **GPS Mentor Training:**
  Monday, August 21, 2017, 8:00 am – 7:00 pm
  Tuesday August 22, 2017, 8:00 am – 7:00 pm
  Wednesday, August 23, 2017, 8:00 am – 7:00 pm

• **2017 Strategies for Success First-Year Orientation**
  Saturday, August 26, 2017, 5:00 pm – 8:00 pm
  Sunday, August 27, 2017, 7:00 am – 7:00 pm
  Monday, August 28, 2017, 7:00 am – 7:00 pm
  Tuesday, August 29, 2017, 7:00 am – 7:00 pm

• **GPS Mentor Meetings:**
  Thursdays 4:00 – 6:00 pm, September 2017- May 2018
Selection Process:

• Application Deadline: **Monday, March 13, 2017 at 12:00 pm**

• All Application Materials are reviewed by GPS Director, Assistant Director and possibly the Lead Mentor Team

• Each GPS Mentor application will be evaluated on the resume, cover letter, and possibly the advisor reference. The GPS Leadership Team will reach out to each applicant’s advisor individually if deemed necessary.

• **GPS Mentor applicants will be interviewed March 27 – March 30, 2017.** Please select all of the times that you are available to interview on the Interview Schedule of the application.

• Please fill out this application completely and do not hesitate to contact Megan or Wilma if you have any questions or concerns by emailing megan.mcgarry@wisc.edu or wilma.callaway@wisc.edu.