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PUEO Leader-Mentor Position Description
As part of their duties, all PUEO Leaders-Mentors will...

1. Participate in summer training by enrolling in and successfully completing SD 496 (WI focus-3 credits) during Summer Session I beginning May 21, 2015 and til June 30 (exact meeting times to be announced). SD 496 course is paid for by the university;
2. Participate in preparation and set-up days prior to Freshmen New Student Orientation (FNO) sessions and Punua Days;
3. Research and learn more about the UHWO campus to provide comprehensive and informative tours for FNSO and Punua Days participants;
4. Plan, implement and execute relevant, year-long programming activities for first-year students;
5. Through training sessions conducted by University staff, faculty, administration and partners to develop and be able to convey a working knowledge of programs, services, and co-curricular involvement opportunities;
6. Acquire enhanced listening, speaking and interpersonal skills and be able to apply them in real-life situations and
7. Act as ambassadors for the UHWO campus at any and all formal and informal gatherings of prospective, first-year and current students and their family members which includes but is not limited to:
   o ensuring an engaging and welcoming campus experience for those new to the UHWO campus
   o effectively communicating and modeling leader-like behavior as it applies to UHWO policies, procedures and rules
   o providing one-on-one or group mentoring and assistance to first-year students and family members
   o delivering excellent customer service to all participants
   o additional duties as assigned throughout the one-year commitment as a PUEO Leader-Mentor
8. Maintain monthly contact, connection and communication (online and/or in-person) with first-year students (mentees) to offer support, assistance and mentoring as well as documenting those interactions in peer mentor monthly logs submitted at the end of each month.

**Eligibility**

Be a classified UHWO student who:
- is available in-person from May 21-June 30 for class meetings (9:00am-12pm)
- is available in-person for all FNSO sessions, preparation/set-up days and Punua Days (note: will be required to be on campus from as early as 7:00 a.m. and as late as 1:00 p.m. for FNSO sessions and early as 7:00 a.m. and as late as 5 p.m. for Punua Days.)
- is currently in good academic standing with a minimum institutional grade point average (GPA) of 2.5
- will minimally complete 24 credit hours by the end of the Spring 2015 Semester
- will not be enrolled in any additional courses during Summer Sessions or employed, unless approved by or made arrangements with the First-Year Experience (FYE) Coordinator

**Ideal candidates will be...**

1. Open to learning and possess a desire to serve others;
2. Motivated and willing to take initiative;
3. Able to work under moderate supervision;
4. Capable of communicating and listening effectively;
5. Skillful in exercising mature judgment, good humor, flexibility, and patience;
6. Comfortable with working with first-year students from diverse backgrounds and communities
7. Aware of and familiar with the UHWO campus, resources, and its various programs, including PUEO Leadership Program;
8. Willing to appropriately confront any situation where conduct or behavior is inappropriate;
9. Ready and open to make decisions, accept new tasks, and take on additional responsibilities;
10. Comfortable speaking to incoming and current students, their family members and the general community in small and large group settings and
11. Capable of following through on all assignments and responsibilities related to this position.

**Benefits and Compensation**

1. Tuition-free three-credit UHWO upper-division writing intensive (WI) leadership course.
2. Develop leadership skills which include communication, collaboration, consensus, decision-making, conflict management, problem-solving, and strong interpersonal relations.
3. The opportunity to network and work closely with other students, faculty and staff members, and administration at the University.
4. Refreshments/meals provided during FNSO sessions and Punua Days.
5. PUEO Leadership Program Uniform and other university promotional items
6. Although this is a voluntary position, a monetary stipend ($1,800) is given to those who successfully complete their commitment to the PUEO Leadership Program for 1 year (Summer, Fall and Spring). Stipend is released in increments throughout the duration of commitment.
Application Process

1. Complete and submit PUEO Leader-Mentor application and resume – submit by Wednesday, April 15, 2015, 4:30pm at the Student Affairs Desk Lobby, C-236 (2nd floor campus center)
2. Sign up for a Group Process session and Individual Interview starting Monday, March 30 after submitting all application, short answers and resume at the Student Affairs Desk Lobby, C-236 (2nd floor campus center)

The Group Process session is a mandatory component of PUEO Leader-Mentor selection. At the group process, applicants will engage in various activities and discussions in which the selection committee will assess how well potential leaders interact with others. Group Process session is scheduled for Friday, April 17, 2015. Two sessions will be made available on this date: 9:30am, 12:30pm. Applicants must sign up for one of these sessions after they submit their application.

Those who do not sign up for a group process time slot or fail to show up to one of the group process sessions will not be considered for the position.

All applicants will be contacted regardless if they are invited to the next phase, individual interview.

3. Applicants who successfully complete the group interview phase will be invited to a 30-minute individual interview that will be scheduled all-day on Saturday, April 18th.

Selection & Notification

Final selection of PUEO Leaders-Mentors will be completed week of April 20th and notified shortly thereafter for acceptance of position. All selected Leaders-Mentors will need to be available for a group and individual photo shoot before the end of the Spring 2015 semester (date and time to be announced). Leaders-Mentors will also be asked to meet for an hour on the day of the photo shoot. These photos will be used to promote the FNSO sessions, Punua and other Student Life programs, events through correspondence with participants (e.g. promotional materials, postcards, brochures), and UHWO websites and social media.

Information Sessions (C-215, Office of Student Life)

Applicants who have questions or would like to receive more information are encouraged to attend one of the informational sessions below. This is not mandatory but an opportunity to ask questions and receive more information. If you cannot meet the times below, you may schedule an appointment with Student Life Coordinator, Rouel Velasco, by emailing rouel@hawaii.edu.

- Monday, March 29, 2015, 11am-12pm, 2pm-3pm
- Tuesday, March 30, 2015, 12:30pm-1:30pm
- Thursday, April 2, 2015, 9:30am-10:30am, 3:30pm-4:30pm
Application Checklist:
  ● Complete and Submit Application Materials by Wednesday, April 15, 4:30pm to Student Affairs Front Desk Lobby (C-236)
    ○ Application and short answers
    ○ Resume
    ○ Reference Form (completed by references and submitted Friday, April 17th)
  ● Sign-up for Group Process session after submitting all application, short answers and resume by Wednesday, April 15, 4:30pm to Student Affairs Front Desk Lobby (C-236)

Overview Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Packet Application Available</td>
<td>Monday, March 16</td>
</tr>
<tr>
<td>Information Sessions</td>
<td>Monday, March 29, 2015, 11am-12pm, 2pm-3pm&lt;br&gt;Tuesday, March 30, 2015, 12:30pm-1:30pm&lt;br&gt;Thursday, April 2, 2015, 9:30am-10:30am, 3:30pm-4:30pm</td>
</tr>
<tr>
<td>Group Process and Individual Interview Sign-ups</td>
<td>Mon, March 30 – Wed, April 15</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>Wed, April 15, 4:30 pm</td>
</tr>
<tr>
<td>References Form Deadline</td>
<td>Fri, April 17, 4:30 pm</td>
</tr>
<tr>
<td>Group Process Session</td>
<td>Fri, April 17, 9:30am-11:30am, 12:3 0pm – 2:30 pm</td>
</tr>
<tr>
<td>Individual Interviews</td>
<td>Wed, April 15 – Sat, April 18</td>
</tr>
<tr>
<td>Selection Announcement</td>
<td>Week of April 20</td>
</tr>
<tr>
<td>Acceptance Deadline</td>
<td>Thurs, April 23, 4:30 pm</td>
</tr>
<tr>
<td>Photo Shoot and Meeting</td>
<td>TBD on UHWO campus</td>
</tr>
</tbody>
</table>

PUEO Leadership Program Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Meetings</td>
<td>Thurs, May 21 – June 30</td>
</tr>
<tr>
<td>FNSO 1/'Ohana 1</td>
<td>Fri, May 29, 8:30 am – 11:30 am</td>
</tr>
<tr>
<td>FNSO 2/'Ohana 2</td>
<td>Fri, June 5, 8:30 am – 11:30 am</td>
</tr>
<tr>
<td>FNSO 3/'Ohana 3</td>
<td>Fri, June 19, 8:30 am – 11:30 am</td>
</tr>
<tr>
<td>FNSO 4/'Ohana 4</td>
<td>Thurs, July 2, 8:30 am – 11:30 am</td>
</tr>
<tr>
<td>Preparation Set-up</td>
<td>Thurs, July 16, 2:00 pm – 4:30 pm</td>
</tr>
<tr>
<td>FNSO 5/'Ohana 5</td>
<td>Fri, July 17, 8:30 am – 11:30 am</td>
</tr>
<tr>
<td>Preparation Set-up</td>
<td>Thurs, July 29, 2:00 pm – 4:30 pm</td>
</tr>
<tr>
<td>FNSO 6/'Ohana 6</td>
<td>Fri, July 30, 8:30 am – 11:30 am</td>
</tr>
<tr>
<td>Preparation Set-up</td>
<td>Thurs, August 6, 2:00 pm – 4:30 pm</td>
</tr>
<tr>
<td>FNSO 7/'Ohana 7</td>
<td>Fri, August 7, 8:30 am – 11:30 am</td>
</tr>
<tr>
<td>Preparation Set-up</td>
<td>Tues, August 18, 1:00 pm – 4:30 pm</td>
</tr>
<tr>
<td>Punua Days</td>
<td>Wed, August 19 – Thurs, August 20, 9:00 am – 3:00 pm</td>
</tr>
<tr>
<td>Welcome Week Festivities</td>
<td>Week of August 24th</td>
</tr>
</tbody>
</table>
PUEO Leadership Program – Leader-Mentor Application Form

BACKGROUND INFORMATION

Full Name (First, Last, Middle Initial): ________________________________________________________________

Phone Number: ___________________ UH Username: ___________________ UH ID #: ___________________

Local Address: ____________________________

Permanent Mailing Address: ____________________________

Major: ____________________________ Institutional GPA Fall 2014: _______ Cumulative GPA: _______

How did you learn about the Orientation Leader position?

☐ Past Orientation Leader Name: ____________________________

☐ Faculty/Staff Name: ____________________________

☐ Advertisement

☐ Student Life events (e-blast)

☐ Other ____________________________

PERSONAL STATEMENT

Please provide short answers (no more than 150 words or paragraph of 3-4 sentences) on each of the six questions. Attach additional sheets.

1. What characteristics do you possess that would make you a unique and beneficial addition to the PUEO Leadership Program?

2. What is one thing you would change about your first year attending UHWO? Why?

3. What does being a student at UHWO mean to you?

4. What insights, would you share with your own parents/family members if they were coming to Orientation this year for the first time? Why?

5. Why do you want to be a PUEO Leader-Mentor? How is this position important to the University?

6. FREE SPACE: Tell us something about yourself or your personality which may include hobbies, interests, passions, etc that has not been addressed in the short answer questions.

**Additional questions for returning (2nd-year) applicants (no more than 150 words or paragraph of 3-4 sentences):

7. What have you learned about yourself over the past year?

8. What would you do differently if selected as a PUEO Leader-Mentor?
RESUME

Attach resume outlining college and community involvement in organizations as well as current and previous employment.

REFERENCES

Please give the attached forms to the individuals you list below as references. Deadline to submit/mail/scan reference forms is **Friday, April 17, by 4:30pm**.

NOTE: Previous employers, high school faculty or staff, University faculty or staff, and individuals who have observed you in group situations are preferred as references. Please do not list family members, or friends as references. If you have any questions about who you may or may not use as a reference, please contact Rouel Velasco, Student Life Coordinator, rouel@hawaii.edu, 808-689-2942.

Reference 1: Name: ______________________________________ Title: ______________________________
Relationship: ____________________________ E-mail: ___________________________________________
Phone: ______________________________

Reference 2: Name: ______________________________________ Title: ______________________________
Relationship: ____________________________ E-mail: ___________________________________________
Phone: ______________________________

CERTIFICATION

I certify that information on this application is true, accurate and complete to the best of my knowledge. If this application leads to a position with PUEO Leadership Program, I understand that false or misleading information in my application or interview may result in my dismissal.

Signature: ____________________________________________ Date: ____________________________

Application Checklist:

- Complete and Submit Application Materials by Wednesday, April 15, 4:30pm to Student Affairs Front Desk Lobby (C-236)
  - Application and short answers
  - Resume
  - Reference Form (completed by references) – submitted Friday, April 17th (in office) hard copy or scanned to rouel@hawaii.edu, 4:30 pm
- Sign-up for Group Process and Individual Interview by Wednesday, April 15, 4:30 pm to Student Affairs Front Desk Lobby (C-236)
You have been identified as a reference for the applicant to become a PUEO Leader-Mentor. Your evaluative assessment of applicant will assist the selection committee in selecting the Leaders-Mentors for 2015-2016. For information on position description and the ideal candidate, see below.

The PUEO (Peer Undergraduate Engagement and Orientation) Leadership Program, a part of the Student Development Team, is dedicated to the successful transition of first-year students into the UHWO community by helping them connect to the University, creating opportunities, and building relationships. This include a year-long coordination of involvement opportunities and programming activities, comprehensive and informative campus tours for prospective students, first-year students and their families, and online and/or in-person peer mentoring with first-year students. The PUEO Leadership Program consists of a group of highly-motivated classified undergraduate students in good academic standing who have demonstrated exemplary leadership. The PUEO Leadership Program is currently seeking applications from those who are interested in serving as leaders-mentors for the Academic Year 2015-2016 which will include summer 2015, fall 2015 and spring 2016.

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8. Maintain monthly contact, connection and communication (online and/or in-person) with first-year students (mentees) to offer support, assistance and mentoring as well as documenting those interactions in peer mentor monthly logs submitted at the end of each month.

Ideal candidates will be...

1. Open to learning and possess a desire to serve others;
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PUEO Leadership Program - Reference Form

Note to applicant: Please read and sign this form and give it to a reference (other than a personal friend or family member) who can adequately respond to the items. It is recommended that you follow up with each reference to be sure the 4/17/15 deadline is met.

Name of Applicant: ________________________________________________________________

Name of Reference: ______________________ Relationship to Applicant: ____________________

E-mail: __________________________ Phone(s): __________________________

Please note: This reference may be viewed by the applicant unless the applicant waives right of access.

Right of waiver: I waive my right of access to this recommendation. (Applicant, please check choice; then sign and date.)

☐ YES              ☐ NO

Signature: __________________________________________ Date: ____________________

To the Evaluator: This student is applying for the position of PUEO Leader-Mentor. If selected, this student would introduce prospective and entering first-year students and their families to UHWO by leading discussion groups, explaining academic policies and procedures, and conducting campus tours. You can assist us in the selection process by using the following rating scale to assess the following areas:

N/A  1  2  3  4  5
Not Applicable  Unacceptable  Average  Excellent

(Written comments enhance our understanding of the candidate’s qualifications.)

RATE THE FOLLOWING AREAS

____  1. Ability to manage time, follows established procedures, and adhere to a schedule.
   Comments:

____  2. Ability to make decisions and solve problems.
   Comments:

____  3. Ability to deal with stressful situations
   Comments:

____  4. Ability to relate well with students, parents/family members, faculty, staff and administration
   Comments:
5. Ability to make oral presentations to groups.
   Comments:

6. Ability to communicate effectively on a one-to-one basis.
   Comments:

7. Ability to lead and control a group.
   Comments:

8. Ability to project a positive image of UHWO.
   Comments:

9. Ability to work well with persons with other diverse backgrounds, lifestyles, and interests.
   Comments:

10. Ability to accept supervision and use constructive feedback.
    Comments:

11. Potential for overall effectiveness as a student orientation leader.
    Comments:

Are there any additional comments that you would like to provide regarding this candidate that sets this individual apart from other candidates seeking a position with the PUEO Leadership Program? Attach additional sheets if necessary.

Signature of Evaluator: ____________________________________________ Date: ________________

Reference Form Must Be Submitted by Friday, April 17, 2015, 4:30 pm
In-person/mail: ATTN: UHWO PUEO Leadership Program (C-236)
91-1001 Farrington Highway, Kapolei, HI 96707
Scanned email: rouel@hawaii.edu
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Please note: This reference may be viewed by the applicant unless the applicant waives right of access.

Right of waiver: I waive my right of access to this recommendation. (Applicant, please check choice; then sign and date.)

☐ YES  ☐ NO

Signature: ______________________________________ Date: __________________

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<td>Excellent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Written comments enhance our understanding of the candidate’s qualifications.)

RATE THE FOLLOWING AREAS

____ 1. Ability to maintain an open, positive, enthusiastic attitude.
   Comments:

____ 2. Ability to manage time, follows established procedures, and adhere to a schedule.
   Comments:

____ 3. Ability to make decisions and solve problems.
   Comments:

____ 4. Ability to deal with stressful situations.
   Comments:
4. Ability to relate well with students, parents/family members, faculty, staff and administration.
   Comments:

5. Ability to initiate action and follow through.
   Comments:

6. Ability to communicate (verbally) effectively on a one-to-one basis.
   Comments:

7. Ability to lead and facilitate a small group through activities and discussions.
   Comments:

8. Ability to project a positive image of UHWO.
   Comments:

9. Ability to work well with persons with other diverse backgrounds, lifestyles, and interests.
   Comments:

10. Ability to accept supervision and use constructive feedback.
    Comments:

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    Comments:

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