



PEER ADVISER APPLICATION

Thank you for your interest in the Peer Adviser position for the 2012-2013 academic year. This leadership position is challenging, rewarding and provides the opportunity to have a huge impact on campus and fraternity and sorority life.

THE PEER ADVISER POSITION

The Peer Adviser (PA) is an integral part of the University's Fraternity and Sorority Life program. As staff members of the Office of Residential Education and Fraternity and Sorority Affairs, PAs play a role in the community living in the undergraduate educational experience and the goals of Bucknell University. They are committed to the total education of the brothers and sisters of their chapter, the development of healthy and positive chapters, and the proactive integration of each member into the organization. This is accomplished through three basic areas of responsibility: administrative, community development and interpersonal relationship development.

- **ADMINISTRATIVE:** Meet all deadlines and complete all paperwork in a thorough and timely manner including but not limited to housing lists, damage reporting and follow up, opening and closing of buildings, fire safety compliance, duty phone coverage, etc.
- **COMMUNITY DEVELOPMENT:** Provide and facilitate educational and/or social events each semester for residents for the purposes of increasing interaction and building a feeling of community within the chapter membership living in the facility. Co-program one fraternity and/or sorority wide program per semester in conjunction with your Peer Adviser staff.
- **INTERPERSONAL RELATIONSHIP DEVELOPMENT:** Mentoring and resource development through meaningful interactions with chapter members is an essential part of building a cohesive chapter. Peer Advisers are individuals with whom other students can share concerns in a safe and confidential relationship.

PEER ADVISER SELECTION PROCESS

It is expected that each chapter has two or more qualified members apply for the Peer Adviser position. These individuals will apply via the Peer Adviser application and will set up an interview with either Assistant Director Jackie Petrucci and/or Kevin Foster, depending on the respective area that they will serve. After all interviews are completed, the candidates will be notified as to whether or not they have been selected as their chapter's Peer Adviser. Those that have been selected will need to sign a contract for the 2012-2013 academic year and submit it to the Office of Residential Education and Fraternity and Sorority Affairs, 306 Elaine Langone Center by Tuesday, February 22, 2012.

POSITION REQUIREMENTS

The Peer Adviser position is a full academic year (two consecutive semesters) commitment. PAs are expected to maintain a cumulative and semester **GPA of 2.5**. In order to be eligible for the PA position, you **must** be able to commit to the following obligations:

| | |
|---------------------------|---|
| Full academic year | Fall 2012 through Spring 2013 |
| PA Spring Meeting | Tuesday, April 10, 2012 at 8 p.m. |
| Fall Training | Friday, August 10, 2012 at 8 a.m. through Thursday, August 16, 2012 Move in starting Thursday, August 9, 2012 |
| Fall Break | Staff members are free to leave on Friday, October 5, 2012 at 8 a.m. Staff members must return by Tuesday, October 9, 2012 at noon |
| Thanksgiving Break | Staff members are free to leave on Wednesday, November 21, 2012 at noon Staff members must return by Sunday, November 25, 2012 at noon |
| Winter Closing | Staff members are free to leave on Friday, December 14, 2012 at 3 p.m. |
| Winter Training | Sunday, January 13, 2013 at 8 a.m. through Monday, January 14, 2013 Move in starting Saturday, January 12, 2013 |
| Spring Break | Staff members are free to leave on Friday, March 8, 2013 at 8 a.m. Staff members must return by Sunday, March 17, 2013 at noon |
| Spring Closing | Staff members are free to leave on Friday, May 10, 2013 at 3 p.m. |

PAs will also be expected to attend staff meetings. These will be established at the beginning of each semester. Time and frequency will be determined at the beginning of each semester.

HOW TO APPLY

In this packet, you will find an application, essay questions and reference forms. **All application materials must be submitted to the Office of Residential Education and Fraternity and Sorority Affairs, 306 Elaine Langone Center by Friday, February 10, 2012 at noon.**

APPLICATION AND INTERVIEW TIMELINE

| | |
|-----------------------------|---|
| Applications Due | Friday, February 10, 2012 at noon |
| Interviews | Monday, February 13 through Friday, February 17, 2012 |
| Decision Letters | Friday, February 22, 2012 |
| Decision Letters Due | Tuesday, February 29, 2012 at noon |

ESSAY QUESTIONS

Please type your answers on a separate sheet of paper and include with your application materials. The essays are an opportunity for you to demonstrate what aptitudes and experiences make you a qualified Peer Adviser candidate.

- Reflect upon a high point in your life – a time when you were involved in something meaningful to you and felt most alive, proud, creative and effective. Tell me about this high point experience. What made it a peak experience? Are there lessons you have learned that might be brought to our work together as a group?
- Tell me about a time when this community has been at its best – when people were proud to be a part of it. What happened? What made this possible for this highpoint to occur? What would the system look like if that example of excellence was the norm?

REFERENCES

Please submit two reference forms. You can choose anyone to complete your other reference, who is not a family member or friend.

INDIVIDUAL INTERVIEW

The individual interviews will be conducted during the week of February 13-17, 2012 and are approximately 30 minutes in length. Residential Education Administrative Assistant, Nancy Orbison will assist you in making an interview appointment when you submit your application. Assistant Directors, Jackie Petrucci and Kevin Foster will conduct these interviews, which allow you to demonstrate your talent beyond the written application.

Interview dress is business casual.

COMPENSATION

Students selected for the PA position will receive the following:

- Private room in chapters' house/suite.
- Room credit for one-half the room charge for private room
- A campus parking permit at no charge
- A 10% discount in the University bookstore

Students are encouraged to directly contact the Office of Financial Aid to find out how this compensation might affect their aid package.

QUESTIONS?

If you have any questions, please email Jackie Petrucci, Assistant Director of Residential Education for Sorority Affairs at jackie.petrucci@bucknell.edu or Kevin Foster, Assistant Director of Residential Education for Fraternity Affairs at kevin.foster@bucknell.edu.



PEER ADVISER APPLICATION

PERSONAL INFORMATION

Name: _____ Class Year: _____

Campus Address: _____ Box #: _____

Cell Phone: _____ Email: _____@bucknell.edu

Semesters Lived on Campus: _____

Please list all of the residence halls or houses in which you have lived on campus:

Have you been found responsible for any judicial violations? Yes No

If so, please attach an additional sheet of paper and explain the situation and what you have learned from it.

MAJOR COMMITMENTS

Do you have any commitments that might impact your PA job? Yes No

If so, please explain: _____

Please list the groups and activities you are currently involved in:

REFERENCES

Bucknell University Reference (faculty, staff, coach)

Name: _____ Department: _____

Phone: _____ Email: _____

Relationship to Candidate: _____

Bucknell University Reference (faculty, staff, coach)

Name: _____ Department: _____

Phone: _____ Email: _____

Relationship to Candidate: _____

I understand that the Office of Residential Education and Fraternity and Sorority Affairs will check my grades and all student records, including disciplinary records, to verify the information I have provided is accurate.

In addition, I understand that this document and supporting materials are a part of an application for employment, separate and apart from my permanent educational record and are not subject to my inspection.

Signature: _____ Date: _____

I understand that the Peer Adviser position has many responsibilities and obligations. By initialing below, I am confirming my commitment to these times and dates.

| Initial | Commitment | |
|----------------|---------------------------|---|
| | Full academic year | Fall 2012 through Spring 2013 |
| | PA Spring Meeting | Tuesday, April 10, 2012 at 8 p.m. |
| | Fall Training | Friday, August 10, 2012 at 8 a.m. through Thursday, August 16, 2012 Move in starting Thursday, August 9, 2012 |
| | Fall Break | Staff members are free to leave on Friday, October 5, 2012 at 8 a.m. Staff members must return by Tuesday, October 9, 2012 at noon |
| | Thanksgiving Break | Staff members are free to leave on Wednesday, November 21, 2012 at noon Staff members must return by Sunday, November 25, 2012 at noon |
| | Winter Closing | Staff members are free to leave on Friday, December 14, 2012 at 3 p.m. |
| | Winter Training | Sunday, January 13, 2013 at 8 a.m. through Monday, January 14, 2013 Move in starting Saturday, January 12, 2013 |
| | Spring Break | Staff members are free to leave on Friday, March 8, 2013 at 8 a.m. Staff members must return by Sunday, March 17, 2013 at noon |
| | Spring Closing | Staff members are free to leave on Friday, May 10, 2013 at 3 p.m. |

I acknowledge that by completing this application and participating in an interview, that if I am offered the position of Peer Adviser, I will accept the position.

Signature: _____ Date: _____



PEER ADVISER REFERENCE FORM

TO BE COMPLETED BY CANDIDATE

Candidate's Name: _____

Check one:

 I waive my right of future access to the contents of this reference form. I do not waive my right of future access to the contents of this reference form.

Candidate's Signature: _____ Date: _____

Person Completing this Form: _____ Phone: _____

Title: _____ Department or Address: _____

INSTRUCTIONS TO THE REFERENCE

The applicant named above is applying for a Peer Adviser (PA) position for 2011-2012. Please make an honest assessment of the qualities this candidate possesses. Please consider the following when evaluating candidates:

THE PEER ADVISER POSITION

The Peer Adviser (PA) is an integral part of the University's Fraternity and Sorority Life program. As staff members of the Office of Residential Education and Fraternity and Sorority Affairs, PAs play a role in the community living in the undergraduate educational experience and the goals of Bucknell University. They are committed to the total education of the brothers and sisters of their chapter, the development of healthy and positive chapters, and the proactive integration of each member into the organization. This is accomplished through three basic areas of responsibility: administrative, community development and interpersonal relationship development.

- **ADMINISTRATIVE:** Meet all deadlines and complete all paperwork in a thorough and timely manner including but not limited to housing lists, damage reporting and follow up, opening and closing of buildings, fire safety compliance, duty phone coverage, etc.
- **COMMUNITY DEVELOPMENT:** Provide and facilitate educational and/or social events each semester for residents for the purposes of increasing interaction and building a feeling of community within the chapter membership living in the facility. Co-program one fraternity and/or sorority wide program per semester in conjunction with your Peer Adviser staff.
- **INTERPERSONAL RELATIONSHIP DEVELOPMENT:** Mentoring and resource development through meaningful interactions with chapter members is an essential part of building a cohesive chapter. Peer Advisers are individuals with whom other students can share concerns in a safe and confidential relationship.

EVALUATION OF ABILITIES

Please evaluate the candidate in each of the statements listed below based on your interaction with them. If you are unable to make an evaluation of a statement, indicate "Unable to Rate."

| | Excellent | Good | Average | Fair | Poor | Unable to Rate |
|-----------------------------------|-----------|------|---------|------|------|----------------|
| Reliable | | | | | | |
| Self-motivated | | | | | | |
| Communicates clearly | | | | | | |
| Decision making skills | | | | | | |
| Concern for others | | | | | | |
| Positive role model | | | | | | |
| Ethics and integrity | | | | | | |
| Cooperation/team player | | | | | | |
| Leadership abilities | | | | | | |
| Maturity level | | | | | | |
| Adapts to new situations | | | | | | |
| Manages time effectively | | | | | | |
| Respects authority | | | | | | |
| Ability to hold peers accountable | | | | | | |

PLEASE CHECK ONE:

- I recommend the applicant without reservation
- I recommend the applicant, but I do have the following reservation(s) below:
- I do not recommend the applicant for the following reason(s) below:

RESERVATION(S)/REASON(S)

Signature: _____ Date: _____

If you have any questions, please email Jackie Petrucci, Assistant Director of Residential Education for Sorority Affairs at jackie.petrucci@bucknell.edu or Kevin Foster, Assistant Director of Residential Education for Fraternity Affairs at kevin.foster@bucknell.edu.

Reference Forms should be submitted to The Office of Residential Education and Fraternity and Sorority Affairs in 306 Elaine Langone Center or faxed to 570-577-1627. References must be submitted by Thursday, February 10, 2011 at noon.



PEER ADVISER REFERENCE FORM

TO BE COMPLETED BY CANDIDATE

Candidate's Name: _____

Check one:

I waive my right of future access to the contents of this reference form.

I do not waive my right of future access to the contents of this reference form.

Candidate's Signature: _____ Date: _____

Person Completing this Form: _____ Phone: _____

Title: _____ Department or Address: _____

INSTRUCTIONS TO THE REFERENCE

The applicant named above is applying for a Peer Adviser (PA) position for 2011-2012. Please make an honest assessment of the qualities this candidate possesses. Please consider the following when evaluating candidates:

THE PEER ADVISER POSITION

The Peer Adviser (PA) is an integral part of the University's Fraternity and Sorority Life program. As staff members of the Office of Residential Education and Fraternity and Sorority Affairs, PAs play a role in the community living in the undergraduate educational experience and the goals of Bucknell University. They are committed to the total education of the brothers and sisters of their chapter, the development of healthy and positive chapters, and the proactive integration of each member into the organization. This is accomplished through three basic areas of responsibility: administrative, community development and interpersonal relationship development.

- **ADMINISTRATIVE:** Meet all deadlines and complete all paperwork in a thorough and timely manner including but not limited to housing lists, damage reporting and follow up, opening and closing of buildings, fire safety compliance, duty phone coverage, etc.
- **COMMUNITY DEVELOPMENT:** Provide and facilitate educational and/or social events each semester for residents for the purposes of increasing interaction and building a feeling of community within the chapter membership living in the facility. Co-program one fraternity and/or sorority wide program per semester in conjunction with your Peer Adviser staff.
- **INTERPERSONAL RELATIONSHIP DEVELOPMENT:** Mentoring and resource development through meaningful interactions with chapter members is an essential part of building a cohesive chapter. Peer Advisers are individuals with whom other students can share concerns in a safe and confidential relationship.

EVALUATION OF ABILITIES

Please evaluate the candidate in each of the statements listed below based on your interaction with them. If you are unable to make an evaluation of a statement, indicate "Unable to Rate."

| | Excellent | Good | Average | Fair | Poor | Unable to Rate |
|-----------------------------------|-----------|------|---------|------|------|----------------|
| Reliable | | | | | | |
| Self-motivated | | | | | | |
| Communicates clearly | | | | | | |
| Decision making skills | | | | | | |
| Concern for others | | | | | | |
| Positive role model | | | | | | |
| Ethics and integrity | | | | | | |
| Cooperation/team player | | | | | | |
| Leadership abilities | | | | | | |
| Maturity level | | | | | | |
| Adapts to new situations | | | | | | |
| Manages time effectively | | | | | | |
| Respects authority | | | | | | |
| Ability to hold peers accountable | | | | | | |

PLEASE CHECK ONE:

- I recommend the applicant without reservation
- I recommend the applicant, but I do have the following reservation(s) below:
- I do not recommend the applicant for the following reason(s) below:

RESERVATION(S)/REASON(S)

Signature: _____ Date: _____

If you have any questions, please email Jackie Petrucci, Assistant Director of Residential Education for Sorority Affairs at jackie.petrucci@bucknell.edu or Kevin Foster, Assistant Director of Residential Education for Fraternity Affairs at kevin.foster@bucknell.edu.

Reference Forms should be submitted to The Office of Residential Education and Fraternity and Sorority Affairs in 306 Elaine Langone Center or faxed to 570-577-1627. References must be submitted by Thursday, February 10, 2011 at noon.