



UNIVERSITY  
COLLEGE



**NORTH CAROLINA CENTRAL UNIVERSITY**  
**University College**  
**Developmental and Supplemental Learning**

# **2015 Peer Mentor In-Training Application Packet**

**Completed applications should be submitted to:**

University College  
102 Alexander-Dunn Building  
Durham NC 27707  
(919) 530.6932



## Aspiring Eagles Academy Peer Mentors In-Training

The **ASPIRING EAGLES ACADEMY** is a five-week residential summer program that introduces incoming freshmen to North Carolina Central University. It is an academically based enrichment program designed to prepare students to think critically, communicate effectively, and solve problems. Participants who successfully complete the program will receive a minimum of eight credits toward their degree. The program's vision and objectives are to promote the success of underprepared students who have been accepted to attend North Carolina Central University.

Peer Mentors In-Training are responsible for providing aid and assistance to all mentors and members of the leadership staff. This position allows for each Mentor In-Training to have the opportunity to shadow members of the leadership staff including the Mentors. Each Mentor In-Training is responsible for attending all programs, study sessions, and events tied to AEA. Though you will be providing assistance to the Mentors, your immediate supervisor will be the Graduate Residential Life Coordinator. If at any time you cannot reach your immediate supervisor, you will then report your concerns to the Program Director.

### General Responsibilities

- Assisting in decorating the residence halls for the summer. This includes aiding the Mentors in student door decorations and bulletin board decorations.
- Assisting in student Check-In and Checkout for the summer portion of the program.
- Providing aid to Mentors in resolving conflicts between the students.
- Providing aid to the mentors and members of the leadership staff in program and event planning for the summer.
- Working closely with the leadership staff in order to perform duties or errands when assigned.
- Assisting in enforcing rules delegated by the Mentors and members of the leadership staff.
- Aid in providing informal counseling to students when a crisis occurs.
- Provide assistance to Mentors in maintaining a positive and clean living learning community.

### MINIMUM QUALIFICATIONS:

- 2.75 cumulative GPA
- Rising Sophomore or Junior of North Carolina Central University
- In good standing with the University
- Submission of a completed AEA Peer Mentor In-Training Application by December 9, 2014
- Submit two (2) references with your application
- Interview for the position—you will be contacted to schedule an appointment
- Meet the full term of the appointment

### BENEFITS:

- Leadership Opportunity
- On-Campus Housing (June 23, 2015 – August 1, 2015)
- Meal Plan

**NORTH CAROLINA CENTRAL UNIVERSITY**  
**University College**  
**Developmental and Supplemental Learning Division**

**Aspiring Eagles Academy Peer Mentor In-Training Application**

Name: \_\_\_\_\_ Banner ID #: \_\_\_\_\_  
*(First Middle Last)*

Academic Year Address: \_\_\_\_\_  
*(Street #, City, State, Zip)*

Permanent Address: \_\_\_\_\_  
*(Street #, City, State, Zip)*

Current Phone #: (\_\_\_\_) \_\_\_\_\_ Permanent Phone #: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_ Gender:  Male  Female

Academic Major(s): \_\_\_\_\_

Academic Minor(s): \_\_\_\_\_

NCCU Grade Point Average: Current Semester \_\_\_\_\_ Cumulative \_\_\_\_\_

Are you an Honors Student?  Yes  No

Expected Date of Graduation: \_\_\_\_\_ Credit Hours Completed: \_\_\_\_\_

Are you Eligible for Work Study as part of your Financial Aid?  Yes  No

Do you plan to attend Summer Session I?  Yes  No

Will you be staying in on-campus housing  Yes  No



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**Campus Involvement**

Identify the activities (organizations, volunteer, etc.) you are planning to participate in during the fall 2015 semester.

Activity	Position/Responsibilities	Hours/Week

**Training**

Training and Orientation for a Peer Mentor In-Training is required.

Are you available to attend tentative training sessions?       Yes    No

If no, please explain: \_\_\_\_\_

**Weekly Availibility**

The following questions will be used to determine your availability to attend course lectures and to schedule Mentoring Sessions. *If you answer yes, please send a copy of the corresponding schedule to the address below.*

Do you plan to attend class during Summer Session II?                       Yes       No

Will you be working another job during the AEA program?                       Yes       No

Are there any special activities that we should be aware of?                       Yes       No

If yes, please explain: \_\_\_\_\_

Please attach your resume, unofficial transcript, and criminal background form in addition to the completed submission of this application. All applications are due by December 9, 2014.

The Aspiring Eagles Academy  
 Attention: Dr. David S. Hood  
 North Carolina Central University  
 102 Alexander-Dunn Building  
 1801 Fayetteville Street  
 Durham, NC 27707  
 (919) 530 - 6932  
 Universitycollege1@ncu.edu

**NORTH CAROLINA CENTRAL UNIVERSITY**  
**University College**  
**Developmental and Supplemental Learning Division**

**Reference Form**

Name of Applicant: \_\_\_\_\_

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

Name of Reference: \_\_\_\_\_

Reference E-mail: \_\_\_\_\_

Reference Phone: (\_\_\_\_) \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Below are six skills we find valuable in successful Peer Mentors. Based on your knowledge of the Mentor applicant, please evaluate the applicant's level of ability compared to individuals who would be this applicant's peers.

Skill	Below Average	Average	Above Average
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapport with Students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic Knowledge and Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work in Groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow-through and Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please sign and date before submitting application for review.** I hereby attest that all of the information provided in the application is accurate and truthful. I grant the Developmental and Supplemental Learning Division permission to access and review my North Carolina Central University Academic Transcript and Disciplinary Record. My name typed below suffices as a signature if this application is submitted electronically. **If any response in your application requires additional explanation, please describe below.**

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

Date Signed: \_\_\_\_\_

**Additional Strengths of this Candidate:**

**Areas for Growth of this Candidate:**

**NORTH CAROLINA CENTRAL UNIVERSITY**  
**University College**  
**Developmental and Supplemental Learning Division**

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

Name of Reference: \_\_\_\_\_

Reference E-mail: \_\_\_\_\_

Reference Phone: (\_\_\_\_) \_\_\_\_\_

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**Areas for Growth of this Candidate:**



**NORTH  
CAROLINA  
CENTRAL  
UNIVERSITY**  
FOUNDED 1910

Department of Human Resources

# AUTHORIZATION FOR CRIMINAL BACKGROUND CHECK

**TO BE COMPLETED BY THE CANDIDATE/APPLICANT:**

DATE: \_\_\_\_\_

FIRST	GIVEN MIDDLE	MAIDEN	LAST
All other name(s) by which you have been known:			

SOCIAL SECURITY #*	DATE OF BIRTH	SEX	RACE	DRIVERS LICENSE #

\*Your social security number is being requested for the University to conduct a residence history and criminal conviction background check consistent with University policy. You are not required to disclose your social security number; however, if you do not disclose your social security number you will not be considered for employment.

<b>CURRENT APPLICANT RESIDENCE (Street, City, State, Zip):</b>	

<b>PERMANENT APPLICANT RESIDENCE (Street, City, State, Zip):</b>	

<b>POSITION APPLIED FOR:</b>			
<b>DEPARTMENT AND DIVISION:</b>			
<input type="checkbox"/> EXEMPT FROM PERSONNEL ACT (EPA)	<input type="checkbox"/> SUBJECT TO PERSONNEL ACT (SPA)		
<input type="checkbox"/> PERMANENT HIRE	<input type="checkbox"/> TEMPORARY HIRE		

- YES    NO   Are you currently an employee of North Carolina Central University?
- YES    NO   Have you ever lived or worked outside of Durham, North Carolina? If yes, complete page 2 of this form.
- YES    NO   Have you ever been convicted of any unlawful offense, other than a minor traffic violation? If yes, list below the date, state, and the conviction and crime for which you were indicted. Prayers for Judgment Continued (PJC)s and non-contested charges must be included, unless you have acted to expunge your record. If more space is needed, **check here**  and attach additional pages.

DATE	LOCATION (County and State)	CONVICTION AND CRIME



**TO BE COMPLETED BY THE CANDIDATE/APPLICANT:**

FIRST	GIVEN MIDDLE	LAST	SOCIAL SECURITY #

If you have lived or worked outside of North Carolina, please list the states, dates lived or worked in the locations, cities, counties and the name(s) used during the reported periods.

STATE	DATES <i>(From: Yr To: Yr)</i>	CITY	COUNTY	NAME(s) USED <i>(if different from above)</i>

I hereby certify that all information provided on this Authorization is true and complete to the best of my knowledge and belief. I understand that any misrepresentation or false statement made within the application or related documents which are deemed relevant material may result in North Carolina Central University not hiring or terminating my employment. I understand that electronic submission of my Authorization establishes my consent to the University's verification of all information contained in this Authorization, including obtaining a consumer report for the purpose of employment from a Consumer Reporting Agency. I understand that by admitting to a conviction for any unlawful offense, I will not be automatically disqualified from consideration for employment with NCCU. I also understand that false or misleading information or documentation, or an omission, or the failure to include and disclose all relevant information will result in rejection of my application. Action leading up to and including termination of employment and/or criminal prosecution can occur. If hired, I understand the University complies with State law and will be required to terminate me if false or misleading information is given in order to meet the requirements for the position.

\_\_\_\_\_  
*Candidate/Applicant Signature* \_\_\_\_\_  
*Date*

**Submit Completed Forms To:**

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Employment Coordinator  
North Carolina Central University  
P.O. Box 19714  
Durham, NC 27707