Ball State University
2010 EXCEL
Mentor Program

Information &
Application Packet

Ball State University
2010 EXCEL Mentor Information Program

The Multicultural Center is seeking to employ undergraduate students for the EXCEL Mentor Program. Mentors are trained to represent Ball State University to new minority students and to help them transition into the university.

Position Description
The EXCEL Mentor Program is responsible for developing and mainting a positive, supportive, and effective relationship with their mentees. The mentees would be a first year student who is a racial or ethnic minority student. This relationship will assist in the retention of first year minority students by helping the student adjust to the campus life at Ball State University.

Position Qualifications

- Must be a full time undergraduate student at Ball State University and in good judicial standing with the university
- Must be a student in good academic standing with cumulative GPA of 2.5 or higher (maintain a minimum of a 2.5 GPA until the end of the spring 2011 semester).
- Must have a schedule that will accommodate weekend/evening activities, meetings, and program.
- Must be a sophomore by the end of Spring 2010 semester.

EXCEL Mentors have the following skills

- Comfortable working with a diverse group of people
- Desire to help others and a willingness to listen
- Proven leadership abilities
- Excellent verbal communication skills
- Reliable and have a learning attitude

Position Responsibilities

- Participate in the EXCEL training sessions in April.
- Be accessible and available to mentees.
- Commit to developing a positive, supportive relationship with mentees.
- Maintain weekly contact with mentees, preferably through one-on-one interactions.
- Work under the direction of the EXCEL Program Advisor.
- Notify Program Advisor of issues or referrals involving mentees.
- Provide information about EXCEL Programs educational and social programs to mentees in a timely manner.
- Complete monthly reports detailing interactions with mentees to the EXCEL program advisor.
- Participate in the recruitment and selection process for following year's mentors.
- Participate in Multicultural Center's sponsored programs and activities with mentees.
- Enroll in the Leadership course both Fall and Spring Semesters. (TBA)

The EXCEL mentors will observe necessary protocol for handling confidential information. The mentor will conduct him/herself as a role model for the mentees.

Compensation

- $7.25 per hour, up to 40 hours.
- Must be able work on Saturday, July 24 through Wednesday, July 28.
- Free single room in a residence hall (during the program dates)
- Free meals on the days worked
- $7.25 per hour, eight hour training sessions the evenings of April 8, 15, 22, times- TBA
- Mentors will be compensated at the end of each semester. If they meet their mentor position responsibilities at the end of each semester.
- Fall/Spring Compensation "Pending"

Application Process

- Go to the Career Center (Lucina 220) and get a job referral for job number 7571. Attach the referral to the mentor application.
- Complete the mentor application and turn it in by **5:00 pm on Friday, February 26, 2010** to the Multicultural Center. ***PLEASE sign-up for interview time when you turn in your application.*** If you have any questions please call 285-1344.
- Interviews will be March 3 & 4 , 2010 1-5pm.

EXCEL Mentor Program

Mentor Application

Please fill out the application to the best of your ability.
Print or type the application.

To apply for a 2010 EXCEL mentor position, get a job referral for job number 7571 from the Career Center (Lucina Hall 220). Attach the referral to this completed application and submit both forms in person to the Multicultural Center by **5:00 pm Friday, February 26, 2010**. Please schedule an interview when you submit your application.

Full Name: _____ Student ID #: _____

Campus/Local street address: _____

Permanent/Home address:_____ City/State/Zip: _____

Cell Phone: _____ Home Phone: _____

Academic School: _____ Major: _____

Overall GPA: _____ Ball State email: _____@bsu.edu

Current Year: (Pease Circle) Sophomore Junior Senior

Gender: (Please circle) Female Male

Have you been involved with EXCEL before (Please circle) : YES NO

If yes, in what capacity and what year(s):
_____

_____

I understand I must be enrolled at Ball State University and be classified as a sophomore or higher to apply. I also understand that I must have a cumulative GPA of 2.5 or higher and be in good academic and judicial standing with the Ball State University. If selected as a mentor I must agree to the following terms:

1. Plan to continue mentorship program until the end of Spring 2011 semester.
2. Maintain a minimum of a 2.5 GPA until the end of the spring 2011 semester.

If you affirm that you have provided accurate information on this application and agree to the above conditions, please sign below:

Print
Name_____

Signature_____

Date_____

Please list all activities and jobs that you have been involved in and/or currently involved with at Ball State University or in the Muncie community.

_____

_____

_____

_____

_____

_____

_____

_____

_____

References:
Provide us with the contact information for two references from previous or current, on or off campus employer, or a BSU staff /faculty member. **No written letters of reference.**

1st Reference: _____
Name Title Telephone Number

2nd Reference: _____
Name Title Telephone Number

Signature: _____ Date: _____

****Both application and referral must be submitted to the Multicultural Center, no later than 5:00 pm, Friday, February 26, 2010**

I understand that as an Excel Mentor, I am responsible for the aforementioned responsibilities. I understand that it is my responsibility to effectively continue to engage in meaningful interactions with my mentee in an effort to provide confidentiality, support and first year mentorship to my mentee. I further understand that I will be responsible for the reporting of reflections and pertinent information to the Excel Program Advisor to aid in the mission and purpose of the mentor/mentee Excel program through the Multicultural Center. By signing below I understand that the success of the Excel program and the student I mentor is in part of me fulfilling my responsibilities. If I cannot fulfill my responsibilities I will relinquish myself immediately.

Signature: _____ Date: _____