Dear Applicant,

We appreciate your interest in applying for a position of Peer Advisor/Tutor in the Advising Success Center at Bemidji State University. Please read the application carefully, provide all information requested, and return your application to the Advising Success Center, Decker 202. Applications must be complete in order to be considered.

A Peer Advisor/Tutor is a representative of Bemidji State University. This role has many responsibilities that are both rewarding and challenging. The role of Peer Advisor/Tutor is highly influential to student satisfaction, performance and persistence in college and the individual’s goals. At all times Peer Advisors/Tutors are expected to maintain the highest level of personal integrity and character. A Peer Advisor/Tutor is expected to consistently demonstrate the highest standards of social, academic and paraprofessional behavior.

Being a Peer Advisor/Tutor provides you the opportunity to positively influence the lives and the learning environment of college students. Your academic achievements and leadership skills will model what all students must strive for during college life. Your experience of college academics, independent living skills, time and stress management knowledge will be beneficial to the program participants. These are skills all students need to be successful in obtaining a college education. As a Peer Advisor/Tutor you will learn more than you thought possible about yourself and the university. You will work harder than you can imagine and bond with some wonderful people.

In this role you will help students learn the demands of college, importance of self-advocacy and the need to be as independent a learner as possible. As you help others understand what it takes to be successful in their pursuit for a college degree and in life, you will better understand your own academic achievements and enhance your leadership skills. Your learning and study skills will be vital in your role as a Peer Advisor/Tutor. You will be expected to help students learn the immediate material that they struggle with, but you will also be expected to teach HOW to study material in a particular area such as history, science or math. You will model how to be an effective learner to others.

Part of your job will also be to attend Peer Advisor/Tutor trainings and bi-monthly meetings to learn how to be the best Peer Advisor/Tutor you can be. You will learn leadership skills, effective methods, and how cultural diversity affects learning. You will also learn to work as a team member to support a student’s academic and personal goals.

If you have any questions concerning the application please contact the Advising Success Center at (218) 755-4226 or advising@bemidjistate.edu.

Zachary Johnson  
Director  
Advising Success Center  
Decker Hall 202 #44

Colette (Tori) Dahlke  
Student Success Advisor  
Advising Success Center  
Decker Hall 202 #44
Peer Advisor Application
Return completed application materials to:
Advising Success Center, Decker Hall 202, Box 44
(218) 755-4226

Name ___________________________________ Student ID___________________________
Address __________________________________ City, State, Zip _________________________
E-mail address (BSU email only) _______________________________________________________
Phone ________________________________ Semester/Year first entered BSU ___________________

Total credits completed by end of the semester: ________________
Cumulative GPA (minimum eligibility requirement 2.75): ________________
Expected Graduation Date: ________________________________
Program: ______________________________________________

I can make a one-year commitment, work a minimum of 8 to 10 hours/week and attend a one hour weekly meeting.  Yes____ No____
As a peer advisor, you also have the option of being a peer tutor (minimum grade B or better in the class). Would you be interested?
  Yes____ No____
If yes, what subject would you tutor?
Subject course (example: MATH 1170 College Algebra):
Subject and course number: ________________________________
Grade: _____

Work experience (two most recent):
Employer ___________________________________ Employer ________________________________
Position ___________________________________ Position ________________________________
Dates ___________________________________ Dates ________________________________
Supervisor* ______________________________ Supervisor* ________________________________

*Can we contact your supervisor(s) to verify your employment and/or to inquire about your work ethic and general attitude? If yes, please provide a phone number after the supervisor(s) listed above.

Submit with this application:
• 2 letters of recommendation (at least one should be from a BSU faculty or staff member). See attached forms. (If interested in peer tutoring provide one recommendation from instructor.)
• Copy of your unofficial transcript from My BSU

**Please complete the essay questions on page two and sign when completed.**
Please answer the essay question as completely as possible. Feel free to submit your responses on a separate sheet of paper if you would like more space.

1) How did you hear about the Peer Advising Program at BSU?

2) What attracts you to this Peer Advisor opportunity?

3) Describe extracurricular activities, classes, leadership experiences or volunteer work in which you have been involved. Include any leadership positions you have held in clubs and organization and/or any honors/awards you have received. Discuss how these experiences will contribute to your success as a Peer Advisor.

4) Describe three qualities that you possess that would qualify you for the position of Peer Advisor/Peer Tutor.

5) Describe your communication style.

To the best of my knowledge, the information on this application is complete and honest.

Signature______________________________________________________  Date _____________________
The applicant named below has applied for a Peer Advisor position at BSU. Thank you for you time in completing this recommendation.

**Applicant’s name:**

_________________________________________________________________

**Your name:**

______________________________________________________________________

**Relationship to the applicant:**

________________________________________________________

Your phone or email:

_______________________________________________________________

Please use the following scale to rate the applicant, in comparison to his/her peer, on the criteria below:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>No Basis to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(collaborates, relates to peers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(follows through, completes tasks proficiently)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(presents new ideas, uses creativity)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Independent</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(performs work without close supervision)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Disciplined work habits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(follows instructions, on-time, attendance)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Quality of work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(organized, accurate, thorough)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Potential as a leader</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(uses group process effectively, self-confident)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Attitude</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(makes positive contributions, refrains from focusing on the negative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Communication Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(listens to others, strong written and verbal skills)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check if you are also recommending this student to be a peer tutor. □

If so, what subject or subjects? ________________________________

**Overall recommendation:**  ___ Would not recommend  ___ Recommend

Your Signature: ________________________________________________

Date: _________________________________________________________

Please provide comments you feel would be helpful in our evaluation of this candidate:

________________________________________________________________________________________

________________________________________________________________________________________

Feel free to use the other side if needed. Please return the recommendation to:

Advising Success Center, Decker Hall 202, Box 44, 1500 Birchmont DR NE, Bemidji, MN 56601
The applicant named below has applied for a Peer Advisor position at BSU. Thank you for you time in completing this recommendation.

Applicant’s name: ____________________________________________________________

Your name: __________________________________________________________________

Relationship to the applicant: _________________________________________________

Your phone or email: __________________________________________________________

Please use the following scale to rate the applicant, in comparison to his/her peer, on the criteria below:

1 - Poor
2 - Below Average
3 - Average
4 - Good
5 - Excellent
6 - Outstanding

<table>
<thead>
<tr>
<th>Criteria</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>No Basis to Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to work with others (collaborates, relates to peers)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Dependability (follows through, completes tasks proficiently)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Initiative (presents new ideas, uses creativity)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Independent (performs work without close supervision)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Disciplined work habits (follows instructions, on-time, attendance)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Quality of work (organized, accurate, thorough)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Potential as a leader (uses group process effectively, self-confident)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Attitude (makes positive contributions, refrains from focusing on the negative)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Communication Skills (listens to others, strong written and verbal skills)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please check if you are also recommending this student to be a peer tutor. □

If so, what subject or subjects? _________________________________________________________

Overall recommendation: ___ Would not recommend ___ Recommend

Your Signature: ______________________________________________________________________

Date: ______________________________________________________________________________

Please provide comments you feel would be helpful in our evaluation of this candidate:

____________________________________________________________________________________

____________________________________________________________________________________

Feel free to use the other side if needed. Please return the recommendation to:
Advising Success Center, Decker Hall 202, Box 44, 1500 Birchmont DR NE, Bemidji, MN 56601