



Monroe Community College
Brighton Campus

PEER NAVIGATOR

Application 2017-2018



Deadline for Current MCC Students submitting your application is Friday, March 17, 2017.
Deadline for incoming MCC students submitting your application is Friday, April 28th, 2017.

Please submit Applications to the Admissions Office (1-211) front desk.



Admissions

STATE UNIVERSITY OF NEW YORK

MCC
ASSOCIATION

Peer Navigator Position
Fall 2017 / Spring 2018 Application



Responsibilities include:

- Staff Admissions, FYE, and Orientation office throughout the entire year
- Provide regular communication with prospective and new students
- Conduct tours and information sessions on the Brighton Campus
- Facilitate Orientations during the summer and January
- Serve as hosts and guides at Admissions Office events such as Parents Night and Open House
- Mentor new students and conduct workshop in the First year experience program
- Other duties as assigned
- This position is a full one-year position

Qualified candidates will meet the following criteria:

- A full-time, matriculated student in good judicial and academic standing
- Enthusiastic, personable, and effective public speaker
- Comfortable leading and directing groups of up to 25 people
- Reliable, trustworthy, and possess the ability to use good judgment
- Work well independently with minimal supervision after appropriate training
- Possess ability to follow specific and sometimes complex directions
- Possess strong interpersonal skills and has ability to work well in a team setting
- Must have a source of reliable transportation

Mandatory Requirements

- Have a cumulative GPA of 3.0 GPA or higher. For students new to MCC, the applicant must have a high school average of B+/GPA of 3.25 or higher
- Attend all weekly staff meetings (Mondays 4pm-5pm)
- Must be enrolled into 12 + credit hours
- Staff will be prohibited to work another job while serving as a Peer Navigator

Mandatory Working Dates

- Be able to work the following Staff Training/ Orientation Programs from August 5th to September 3rd, 2017 and January 8th to January 19th 2018.
- MCC Open House Saturday October 14th, 2017
- MCC Admitted Student Day- Date TBD- Spring 2018

Position Benefits

- Paid position
- Learn transferrable skills useful for future employment
- Opportunity to gain leadership experience and connect with the MCC community
- Strengthen communication and presentation skills
- Opportunity to explore Higher Education as a profession
- MCC clothing

Questions regarding the position can be directed to: Christie Smith, Admissions Counselor, at csmith332@monroecc.edu or Matthew Lawson, Assistant Director of Orientation and FYE at mlawson014@monroecc.edu.

Peer Navigator Application 2017/2018

Name: _____

Student #: **MOO-**_____ Phone #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Please type your response to the following questions on a separate sheet and include this application.

1. Why are you interested in becoming a Peer Navigator?
Please identify and explain three strengths that will help you fulfill the position responsibilities.
2. What could you contribute to the position and the team?
3. List three references, including name, position/title, phone number, and email address.
At least one reference should be an MCC faculty or staff member.
4. Attach your current resume. If you have been employed by any office at MCC, you are required to list the office, position, and dates of employment.
5. Have you ever attended a college or university other than MCC?
If yes, please list the school(s) and explain why you transferred.
6. Provide us with the times you are available to work.
7. Are you funded through Federal Work Study? ____ Yes ____ No

By signing below, I am indicating that all the information provided is complete and truthful.

Signature: _____ Date: _____

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