



## OAS Peer Advising Coach

The Office of Academic Support offers academic and personal enrichment services to UF students. We strive to equip a diverse undergraduate population with the knowledge, skills, and resources to successfully navigate their collegiate experiences. Peer advising coaches play a key role in our goal to provide an encouraging and welcoming environment for incoming students. Your role will be to help incoming students' transition from high school to college.

### Responsibilities and Duties:

- Assist students and families with their transition to UF
- Keep mentees well informed with regards to OAS programs, services and activities
- Provide encouragement and advice to mentees
- Provide and maintain communication logs with all mentees
- Promote OAS services and programs
- Participate in OAS Workshops and Events
- Communicate with OAS Peer Coordinators to ensure that mentees are successfully adapting to the collegiate environment
- Serve as a liaison to OAS faculty and staff with regards to student academic and personal developments
- Assist students in standard conflict resolution and problem solving, as needed
- Serve as a representative for the Office of Academic Support in the UF and Gainesville community
- Make appropriate referrals to other UF departments and resources

### Qualifications:

- Personal qualities should include: mature, reliable, positive attitude, self-awareness and flexibility
- Strong sense of commitment to help incoming first generation or disadvantaged students and their families during the student's transition to UF
- Be professional and possess ethical standards
- Must attend mandatory training sessions held in Spring 2017
- Must participate in mandatory in-service training scheduled for April 30-May 4, Spring 2017
- Must attend training sessions scheduled during summer B, fall and spring semesters
- Be able to commit a minimum of four office hours per week to coaching and assisting with activities and events.
- Must be in good academic standing with a GPA 2.80 or above
- Strongly encouraged to participate in Summer Transition Orientation (TOP) program (exception may be granted on case by case basis when request are presented early)

Last Name:		First Name:		Middle Init:
UFID Number:     /     /		Cell Phone #: (     )     -		Alternate Phone #: (     )     -
Gatorlink Email :		Alternate Email Address:		
School/College:				
Major:		Anticipated Graduation Date:     /     /		
Cumulative UF GPA:	Class Status 2017-2018 : <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate			
Campus/Local Address:		City, State, ZIP:		
Home/Permanent Address:		City, State, ZIP:		
Special Skills (foreign languages, graphic design, html, computer programs, etc.):				
What other activities, organizations or employment do you have planned for 2016-2017?				
Have you previously attended an OAS Transition Program (e.g. AIM)? Select One				
Have you participated in a Freshmen Seminar Course at UF (e.g., First Year Florida-SLS 1102)				
Have you previously served as an OAS Peer Advising Coach?				
Have you previously served or plan to serve as a Peer Advising Coach for other UF programs? If yes, specify:				
Will you be able to attend training and other planning activities prior to the OAS Transition Orientation Program (June 23-25)?				
Are you able to commit yourself as a year-round OAS peer advising coach, which includes attending office hours and contacting students on a weekly basis, and attending monthly workshops and general body meetings?				
Peer Advising Coaches must participate in at least one Transition Orientation Program held prior to the beginning of each semester. Please indicate which program you will attend. (Summer, Fall, Both)				
Serving as a Peer Advising Coach may require you to co-present an OAS workshop. Would you be interested? Select One (Yes/No)				
Do you have a Judicial Record or have you been found in violation of the UF Student Code of Conduct: Select one (Yes/No) If yes, please explain in a separate message to include with the application.				



## APPLICATION QUESTIONS

Please describe or answer the following questions (150 words or less each) and typewritten on a separate page.

1. Describe leadership, experience(s), characteristics and/or skills that better qualify you to be a Peer Advising Coach for freshmen. And how will you use them to help you coach first year students?
2. How does the OAS peer coaching experience fit your personal goals?
3. Please describe a personal coaching experience or lack of and explain how it has impacted you and your UF experience.
4. Why are you interested in becoming an OAS Peer Advising Coach?
5. Share your personal transition from high school to college and how this will influence your coaching relationship.

Please provide three names for references (must be faculty or staff) and contact information.

Name	Title	Email	Phone Number
(1)			
(2)			
(3)			

**Please Include in your application packet:**

- A current resume (1-page) as part of the application packet. This should be accurate and up-to-date with job history, student organizations, and other leadership opportunities
- A current photo of yourself (head shot)
- Most recent unofficial UF Transcript printout directly from ISIS (edits are unacceptable)
- Signed recommendation form (see instructions if included in packet, but can be sent directly to OAS, 311 Little Hall)

**Submission Guidelines**

Please return the complete application packet in a large envelope with all supporting documents as requested to *Suite 311 Little Hall* by *February 17<sup>th</sup>, 2017*.

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|---|--|
| <input type="checkbox"/> Applications       | <input type="checkbox"/> Letter of Recommendation (separate sealed envelope with signature seal) |
| <input type="checkbox"/> Answered Questions | <input type="checkbox"/> Photo (headshot)  |
| <input type="checkbox"/> Resume             | <input type="checkbox"/> UF Transcript   |

**VERIFICATION STATEMENT:**

Please Check:

- I waive any right I might have to review the contents of any evaluation materials that become part of my candidate file.
- I also certify that all information provided within this application is accurate and true and OAS office has permission to verify my university records.
- I understand that providing false information on this application may result in my removal from the Peer Mentor selection process and/or forfeiture of any appointment as a Peer Advising Coach.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This letter of recommendation submitted in support of your OAS Peer Advising Coach application, will be confidential.

**WAIVER : (TO BE COMPLETED BY STUDENT)**

Please Check:

- I waive my right of access to this letter of recommendation form.
- I do not waive my right of access to this letter of recommendation form.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS PART TO BE COMPLETED BY RECOMMENDER**

Thank you for agreeing to write a recommendation on behalf of this coach candidate. The OAS Peer Coaching Program is dedicated to providing leadership opportunities for mentors and guidance for first-year students. Successful candidates will be those who demonstrate exceptional leadership and interpersonal skills, academic excellence, and knowledge of the University of Florida.

Please rate the applicant on the following characteristics and add comments below.

Skills / Attributes	No Basis for Rating	Poor	Below Average	Average	Above Average	Excellent
Ability to relate to and work with others: Strong interpersonal skills and an excellent team player						
Leadership ability: An effective leader with the ability to inspire and direct others						
Initiative and motivation: Identifies goals and accomplishes tasks with little prompting						
Organizational skills: Can handle multiple tasks, manages time well and meets deadlines.						
Creativity: Ability / potential to develop, market, and implement activities and programs to engage students						
Responsibility: Uses sound judgment, accepts responsibility, takes pride in work, and is dependable.						

