

## Design Exchange Mentor Position Description

The College of Design and Department of Residence are seeking qualified applicants for four peer mentors – two women and two men – who will work in the *Design Exchange Living and Learning Community*. Each mentor will help twenty-five new design students make the transition to college life. The mentor is an extremely important community builder and academic resource; therefore, we want to select the most capable and committed staff possible. Peer mentors provide information and advice as well as plan, promote, and facilitate programs in areas of personal and academic development. They are also responsible for linking residents to appropriate academic support resources and conducting monthly interviews with design students. The Peer Mentor and the CA are key staff members who work together to develop a community conducive to student success by encouraging positive behaviors and addressing behaviors that are detrimental to the individual and/or community. Like all residents, Peer Mentors must support the Department of Residence policies and have responsibility as citizens/house members to challenge negative behaviors **and help foster positive personal and intellectual growth**.

“Being a Peer Mentor has been an ideal job for my final year in college. I have had the honor to pass on the knowledge I’ve gained from being a design student to younger guys and have enjoyed the satisfaction of doing so much more than I even expected I would. On many occasions RAs in my building have commented that they wished that they were a mentor instead of an RA. I couldn’t agree more. It has been a great experience.” John McLean, Graduating senior in Architecture

This fall the *Design Exchange* will house 100 first year design students in four residence hall houses - two for men and two for women. Each house will also include students from the University’s seven other colleges. The *Design Exchange* will be in two locations: 50 students in Friley Hall, part of the Union Drive Association, and 50 students in Linden Hall, a member of the Richardson Court Association. Both Design Exchange clusters have studio workspaces specifically for Design Exchange students and peer mentors. Students in *Design Exchange* will enroll in a 1-credit design seminar course and will be clustered in the same section of Dsn s 183x: Design Culture and five sections of Dsn S 131 - Design Representation for the Fall.

If you decide to apply, please download an application form from the College of Design website:

<http://www.design.iastate.edu/designexchange.php>

Complete it, and return it to Peer Mentor Application, 297 College of Design, Iowa State University, Ames, Iowa 50011. Applications must be received by Monday **February 14, 2005**.

### Mentor Responsibilities:

- Spend 18 hours engaged in *Design Exchange* related activities per week.
- Participate in mentor training the week before the beginning of fall semester and throughout the year as needed.
- Assist residents in the transition from high school to college-level academic expectations, responsibilities, and social life.
- Work with College staff and faculty to offer a one-credit seminar both fall and spring semesters. The seminar will cover a variety of topics including design fields, career planning, study skills, learning styles, and time and money management.
- Design, post, and distribute publicity advertising Design Exchange events.
- Participate in a weekly coordinating meeting and monthly residence life meetings. Attendance at additional meetings may also be required.
- Post and maintain consistent office hours and be available to residents for informal and formal conversation in your room and in the studio space.
- Collaborate with residential staff to create a seamless learning environment.

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- Intercede, as a concerned student and staff member, when there is a violation of rules of the Department of Residence or University.
- As needs arise, advise and refer residents to appropriate university resources.
- Make personal contact with each of the twenty-five residents placed in your care at least once every two weeks. Keep a journal of your observations to be summarized in quarterly reports on the status of each resident.
- Submit regular reports to your supervisor on meetings with students.
- Check equipment in the computer lab periodically and report any problems to your supervisor.

### Qualifications:

- Strong desire to help other students and willingness to get involved.
- Strong interest in living and working in a diverse learning community.
- Strong listening and communication skills.
- Experience living in residence halls.
- Experience with mentoring/counseling/advising peers.
- Knowledge of the College of Design and its varied course offerings.
- Knowledge of basic computer applications (MS Office) and Project Vincent operations (e-mail).
- History of strong academic performance and cumulative GPA at Iowa State of 2.75 or better.
- Junior or first-year seniors are preferred; however, other qualified applicants will be considered.

### Compensation:

\$2,000.00 paid each semester via bi-monthly paychecks. All new hires will need to sign-up for payroll in the Human Resources office in Beardshear. Training is offered in peer mentoring, study skills, and student development theory.

### Employment and Extracurricular Activities

Demands on a peer mentors time are many. After academics, the mentor position takes next priority; therefore, mentors are asked to confer with the Coordinator before accepting additional employment.

All extracurricular activities must be approved. Requests for extracurricular activities should include the approximate amounts of time required each week. When conflicts arise in mentor duties and other activities, mentor responsibilities take priority.

### Recommendations

You need to obtain two letters of recommendation. The recommendation forms can be downloaded from:

<http://www.design.iastate.edu/designexchange.php>

You will need to complete the section on each recommendation form that includes your name; the name, title and phone number of your reference; and whether or not you wish to waive the right to inspect the recommendation.

The recommendation forms should be distributed to persons who know you well and can objectively evaluate your ability to perform the mentor position responsibilities, such as an employer, faculty member or advisor. If you live in a residence hall, we encourage you to utilize a present or former mentor/resident assistant who knows you well. After a reasonable length of time, check with the Design Administration (297 College of Design) to make sure that all recommendations have been received. Please ask references to complete and return the form to **297 College of Design by February 18.**

### Interviews

## **Design Exchange Mentor Position Description**

After collection of applications and preliminary screening, interviews will be conducted. These interviews provide the selection committee the opportunity to become better acquainted with the applicant and the skills and abilities the candidate would bring to the mentor position. Interviews are tentatively scheduled for February 21-February 25, 2005.

**Questions:** Ann Gansemer-Topf, 126 College of Design 515-294-3680 or [anngt@iastate.edu](mailto:anngt@iastate.edu)