



SEEK FLAGS Peer Mentor Application
2025-2026 Academic Year

Name: _____ EMPLID: _____ Last 4 SS# _____

Address: _____ Apt # _____

City: _____ State: _____ Zip Code _____

John Jay Email: _____

Major: _____

Minor: _____ Credits Earned: _____ Cumulative GPA: _____

Future Career Goals: _____

Days and times available for Spring 2025: (please respond by writing in the times that you are available for each day listed. If you have open availability, please write OPEN. If you are not available, please write NA.) Identify in person and remote hours (a Hybrid schedule is required).

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Have you applied to any other opportunities (i.e. internships, jobs, study abroad, college courses, etc.)?

Yes _____ OR No _____

If yes, list below:

Please make sure all information is printed clearly and accurately. If selected for an interview, your interview day and time will be scheduled using the above information.

Mentor Roles and Responsibilities Form

Read this document carefully to ensure that you are prepared for the position you are applying for.

THE ROLE OF A PEER MENTOR

- To serve as a knowledgeable guide for other SEEK Students.
- To be a thoughtful facilitator who provides access to people and resources.
- To act as a role model and advocate.
- To provide academic coaching and support.
- To serve as “peer” advisor on academic and personal matters.

JOB DESCRIPTION

- Must be a current SEEK Student
- Support the goals, expectations, and mission statement of John Jay College and SEEK Department and perform duties accordingly.
- Develop mentoring relationships, provide academic coaching and support for SEEK students
- Convene regular meetings with your SEEK mentees
- Serve as a peer mentor for your SEEK mentees on academic and personal matters
- Provide accurate information to incoming SEEK students on academic and personal matters
- Represent SEEK and set up information booths at college and career fairs, community events, high school and SEEK campus events
- Conduct group presentations to students and/or parents
- Able to establish and maintain cooperative working relationships with faculty, administrators, students, public and private organizations and others
- Able to maintain a high regard for intersections of race, gender, sexuality, religion, and class
- Take emails and respond to inquiries regarding SEEK or redirect to appropriate department
- Produce social, cultural, volunteer, and recreational activities both on and off campus
- Function as a positive role model at all times, including at activities that occur on college property and in the local community

JOB REQUIREMENTS

- Have earned at least 24 credits by end of Summer 2025
- Maintain a cumulative and semester GPA of 2.5 or higher
- Receive a letter of recommendation from your SEEK counselor
- Write a personal statement about why you want to become a mentor.

- Must be enrolled in and complete a minimum of 12 credits per semester while employed as a SEEK Peer Mentor
- Must be in good standing with disciplinary and judicial boards
- Strong Leadership skills
- Demonstrate ability to work in group settings and independently with self-initiation
- Maintain professional relationships with the ability to represent SEEK at all time
- Good attitude, reliable, responsible, prompt, self-motivated and works with enthusiasm
- Make a commitment to work as a SEEK peer mentor for at least one academic year
- Must have a minimum of 10 available hours between 9:00am to 5:00pm, Monday through Friday
- Must be available to work in **JUNE** and **JULY** during the SEEK Summer Academy
- Must be available to work at department events during the academic year
- Authorized to work lawfully in the United States
 - *Note: If hired, a form I-9, employment eligibility verification, must be completed at the start of employment*

TRAINING REQUIREMENTS

- Must complete an introductory meeting with SEEK Director and Associate Director, Peer Mentor Coordinator, and participating counseling faculty
- Must attend Leadership Training Workshops to be conducted by SEEK Faculty
- Must engage in ongoing supervision meetings with Peer Mentor Coordinator

TIME COMMITMENT

By becoming a SEEK FLAGS Peer Mentor, it is expected that you are able to be part of the program for one to two years minimum. Upon the approval of the Program Coordinator, you may be able to work on a special project in the second year of being a Peer Mentor.

APPLICATION PROCEDURE

Complete application packet **MUST** be submitted in person in the SEEK Department front office Located in 432 HH.

*** Applications will continue to be accepted through March.** If you have any questions, please contact Teleisha Stewart at tstewart@jjay.cuny.edu

I have read the above requirements for participation as a SEEK Peer Mentor and fully understand and agree to its requirements.

NAME (please print): _____

SIGNATURE: _____