Dear Peer Advising Leader Candidate:

Thank you for your interest in the Peer Advising Leader (PAL) position in the Office of First-Year Experience Programs and Initiatives. The position of a PAL is a vital one, as it assists new students and parents in their transition to CUI and Orange County. In addition to the excitement of introducing new students to the Concordia Family, you have the chance to expand your resume, work as part of a team of student leaders, and build strong leadership and communication skills. The job of a PAL is both challenging and rewarding, providing an unforgettable and amazing experience.

Included in this packet, you will find a description of the PAL program and PAL position and an application for the position. Applications must be completed and returned no later than **4:30 p.m. on Monday, February 15, 2010**. At that point, you will sign up for an individual and group interview which will take place beginning Wednesday, February 17.

Please note the following in the job description:

- PALs must attend all training sessions in the spring semester, 2010.
- PALs are required to attend the CCLC, Christian College Leadership Conference, on April 10, 2010 (full day conference).
- PALs must be available to return to campus for WOW training on Thursday, August 12, 2009 (subject to change).
- Freshman PALs will serve as a co-facilitator in INT 100 during the fall semester, 2010.
- Freshman PALs must enroll in a 1 credit INT 103 course that will take place on Mondays from 5:00 – 6:15 p.m. during the fall semester, 2010.
- Transfer PALs will plan and implement programs for their WOW teams throughout the fall semester, 2010.
- PALs will participate in spring orientation, 2011 (TBD).

This is an excellent opportunity to build your leadership skills and help prepare new students to join the Concordia Family.

If you have any questions regarding the position, please do not hesitate to contact me at (949) 854-8002, ext. 1589, or via email- monica.lum@cui.edu.

Blessings,

Monica Lum
Director of First-Year Experience Programs & Initiatives
Peer Advising Leadership (PAL) Program

The Peer Advising Leadership (PAL) Program was created to support new students in their transition into Concordia University Irvine by playing a lead role in New Student Orientation and First-Year Experience programs. Each year we select a group of students who are interested in true servant leadership and their own personal development: Peer Advising Leaders (PALs). PALs help serve our university community by mentoring, supporting, teaching, and advising new students. PALs, who have the option of working with another PAL, are assigned a team of new students during fall and spring orientation and works with their student group throughout the semester. The PAL Program plays a vital role in the success of the orientation programs and in helping students transition into our University.

The PAL Program provides current Concordia students the opportunity to enhance their leadership skills, be part of CUI's formal student leadership, and gain experience mentoring peers. The experience gained through the program is invaluable; leadership training, teambuilding, and Christian fellowship are all emphasized for each member. PALs have the unique opportunity to help new students become comfortable with their new environment. This is especially important since, for most new students, this is the first time in their lives that they are living away from their home.

Next year we will invite up to 35 students to be Peer Advising Leaders in the PAL Program. Once selected, PALs will go through leadership training and participate in our student leadership events throughout the year. Students have the option of applying for the Freshman PAL position or Transfer PAL position. All PALs will participate in Week of Welcome (WOW) and Spring Orientation. During the Fall semester, Freshman PALs will help facilitate INT 100: Freshman Seminar and Transfer PALs will design and implement programs for their team of new students. In the Fall semester, all PALs will enroll in INT 103: Leadership for 1 unit of elective credit.

View the Peer Advising Leadership website for further information—www.cui.edu/studentservices/firstyearexperience/.
TITLE
Peer Advising Leader (PAL)

PURPOSE
The primary purpose of the PAL is to carry out the goals of fall and spring orientation in the following ways:
1. Assist the Director of First-Year Experience and PACs with the implementation of orientation events and activities.
2. Offer new students and parents the best possible introduction to the programs and services at Concordia University Irvine.
3. Assist students in their adjustment to CUI and Orange County.
4. Co-facilitate INT 100: Freshman Seminar (Freshman PALs)

SUPERVISOR
Director of First-Year Experience Programs & Initiatives

QUALIFICATIONS AND REQUIREMENTS
As an official liaison of the University and a trained para-professional member of the FYE staff, the PAL is expected to handle his/her responsibilities maturely and exhibit exemplary conduct while assuming the position.

The PAL must have excellent communication skills and the ability to relate to first-year and transfer students. Organizational skills are also essential, as is the ability to learn quickly, multi-task, give clear instructions, and solve problems in a timely and efficient manner. Involvement in some areas of campus life and familiarity with the organizations and resources of the University through volunteer or work experience are desirable. PALs should be enthusiastic students of the University as well as positive Christian role models. In addition, PALs must be able to relate well with a diverse group of students, parents, family members, and CUI faculty/staff. PALs should be comfortable working independently and as a part of the PAL team.

All applicants must meet the following:
1. Understand and believe in the objectives of the PAL program, orientation programs, and INT 100: Freshman Seminar.
2. Complete at least 24 credit hours (full-time student status) by the end of the current spring semester at CUI.
3. Be in good standing and maintain at least a 2.5 cumulative GPA.
4. Return to CUI for the 2010-2011 academic year.
5. Attend the Christian College Leadership Conference (CCLC) on April 10, 2010 (all day event).
6. Participate in PAL training sessions/meetings during the spring semester, 2010.
   *PAL training sessions (6) begin the week of March 29th.
7. May not hold any other student leadership position at Concordia University Irvine unless otherwise approved by the Director of First-Year Experience Programs & Initiatives.
8. May not hold an outside job or position (including work study) that will come into direct conflict with the responsibilities of the PAL position. (Do NOT make any personal plans during PAL training and WOW).
9. Be on campus approximately 1 week before new students (must be available beginning early August-for PAL move-in, training, and WOW).

DURATION
◊ PALs must be available during ALL PAL meetings/training sessions during the spring semester, 2010.
◊ PALs return and remain on campus beginning August 12, 2010 (subject to change).
◊ Available for various activities and programs during fall and spring orientation.
◊ INT 103- Mondays from 5:00 – 6:15 p.m. during the fall semester, 2010 (class time/day are tentative).
◊ PALs agree to a year-long commitment (March 2010-January 2011).
RESPONSIBILITIES

• Initiate and develop open communication with and between the new students.
• Listen, counsel, and advise new students according to situations and/or make the necessary referrals and follow-up.
• Work with faculty, staff, and other student leaders to facilitate the success of new students’ transitions to CUI.
• Represent Concordia in a variety of situations with faculty, staff, parents and new students.
• Attend all PAL meetings/workshops during the spring semester, 2010. Attend all orientation program activities during WOW and spring orientation. Attend all PAL meetings in the fall semester, 2010.
• Freshman PALs: co-facilitate and attend all INT 100: Freshman Seminar Breakout sessions. Assists at the Tuesday INT 100 sessions.
• Transfer PALs: plan and implement activities and programs through the fall semester, 2010.
• Communicate with your WOWeess throughout the summer and spring.
• Perform other duties as assigned by the Peer Advising Coordinators (PACs) and Director of First-Year Experience Programs & Initiatives.
• Be devoted to the program 100% during all planning and implementing of activities before, during and after orientation.

CHARACTERISTICS

◊ Positive Christian Role Model
◊ Responsibility
◊ Integrity
◊ Comfortable addressing groups
◊ Ability to relate to a variety of personality types
◊ Flexibility
◊ Perseverance, dedication and a sense of humor when encountering inevitable challenges
◊ Ability to work closely with others as a leader and a team member
◊ Leadership ability
◊ Initiative and enthusiasm
◊ Ability and mindfulness to refer students to campus resources
◊ Complies with University policy and represents CUI in a respectful, professional manner

APPLICATION PROCESS

Step One: Application
Interested candidates should submit a completed application to the Office of First-Year Experience Programs & Initiatives in the Center for Student Leadership and Development (CSLD) no later than 5:00 p.m., Monday, February 15, 2010.

Step Two: Individual & Group Interviews
When submitting the application, sign up for both an individual and a group interview. Interviews will take place February 17 - March 12, 2010. Students selected as PALs will be notified via mail beginning March 17, 2010. All contracts/agreements will be due Monday, March 24, 2010.

QUESTIONS

For questions about the PAL position, please contact:

Monica Lum
Director of First-Year Experience Programs & Initiatives
(949) 854-8002, ext. 1589
Monica.Lum@cui.edu
**Application Questions**

Please respond to the following questions on a separate document, typed and attached to your application.

1. What skills, knowledge, previous leadership, employment and/or community living experience do you have that would contribute to your success as a Freshman or Transfer PAL?

2. What strengths and special qualities would you bring to the PAL position and contribute to your WOWees and PAL Team members? (Please note that one duty of a Freshman PAL is to assist in teaching the INT 100: Freshman Seminar course. Transfer PALs will create and implement programs and activities throughout the fall semester. Please include strengths that would help you perform this task in your answer.)

3. Of all the duties listed on the PAL job description, which duty do you believe will be the most challenging to you? Why?

4. Please list any outside commitments you will have while being a PAL. Include work commitments, membership in campus or community organizations, etc., and the hours per week for you to fulfill your commitment. Please realize that this position requires a lot of time and dedication.

5. Looking at your outside activities and commitments, how do you plan on balancing these with the many responsibilities of the PAL position?

6. Have you had any discipline problems (i.e. Residential Education, Dean of Student Affairs, Campus Security, etc.)? If so, please be specific of the situation(s) and the outcome(s). How does this reflect on your role as a student leader?

7. What role, if any, does your faith play in your life and everyday actions? Explain*. *The Selection Committee highly encourages students of all religious backgrounds to apply.

8. In your own words, describe what the PAL program at CUI should accomplish. (What objectives should orientation have? What should students walk away with?)

9. Briefly describe your adjustment as a new student at CUI and how your experience will help you assist new students in their transition.

10. In one sentence, what would be your advice to a new CUI student?

**Application Deadline**

Monday, February 15, 2010 • 5:00 p.m.
Office of First-Year Experience Programs & Initiatives • CSLD
(949) 854-8002, ext. 1589

**Application Check-List**

___ Complete this application.

___ Complete necessary information on PAL Recommendation Forms and forward forms to two references. References will either submit their completed recommendation forms in a sealed envelope to you or mail it directly to the CSLD. Applications will be considered incomplete if recommendation forms are not received by the deadline.

___ Submit this application, attachments, and two recommendation forms (if applicable) to the above address no later than 5:00 p.m. on February 15, 2010.

___ Sign up for an individual and group interview when you submit your application.