



## Application for Employment

The On-Track Academic Success Program is aimed at increasing at-risk students' academic and personal success. On-Track accomplishes this through refining student's study skills, self-management skills, and knowledge of campus resources and by facilitating the formation of stronger relationships with professors, classmates, and other sources of support.

### Program Format:

The On-Track program is a highly interactive and personalized program planned and facilitated primarily through the peer On-Track Mentors. For participants, a 12–15-hour time commitment is expected throughout the course of the semester by participating in:

- 7 large group lunch seminars throughout the semester.
- Bi-weekly one-on-one or group meetings with mentees.
- Up to 3 hours of personalized activities “prescribed” by their mentor.
- Study/review sessions for classes.

### Mentor Expectations:

- Being a positive academic role model for mentees.
- Ability to facilitate small and large group exercises.
- Planning and executing interactive seminars and other presentations about academic success skills.
- To mentor a group of 10-20 On-Track participants.
- Attendance at all assigned On-Track activities.
- Attendance at required training scheduled during the first week of the semester.
- 5-15 hours per week (relative to time of year) dedicated to mentor position.

### Qualifications:

- 2.5 Cumulative GPA (3.0 Preferred)
- Minimum of second semester Sophomore status, Undergraduate standing required.
- Some previous leadership, mentoring, or group facilitation experience.
- Minimum one year commitment.

## Interview and Application Information

Please fill out the information below and submit the application by e-mail or by dropping it off at G6 Curtis Laws Wilson Library according to the following instructions. It is highly encouraged that a resume could also be sent in with the application. **Applications are being accepted until 4/11/2024.**

If selected for an interview, interviews will be conducted at a time agreed upon by the S&T Advising Center and the applicant during the week of 4/15/2024. Interviews will be conducted by a panel of the S&T Advising Center staff and will consist of a short presentation by the interviewee and a situational and behavioral interview question section. Interviews will last approximately 30 minutes. More information will be provided if the candidate is selected for an interview.

Please contact [ontrack@mst.edu](mailto:ontrack@mst.edu) with any questions.



### Instructions:

- 1) Open a separate Microsoft Word document.
- 2) Please provide all information requested in the General Information and Application Questions sections. Be as detailed and creative as you find necessary to answer the question and give insight into your skills and abilities. **Only candidates with great applications will be interviewed, so please take this step in the hiring process seriously.**
- 3) Either print and deliver the document or save the document and attach it to an e-mail with the subject line: *On-Track Mentor Application – “Your Name.”* Send this e-mail to [ontrack@mst.edu](mailto:ontrack@mst.edu). You will receive confirmation that your application was received.

### General Information:

- |            |                         |
|------------|-------------------------|
| 1) Name:   | 2) Cum. GPA:            |
| 3) Major:  | 4) Expected Graduation: |
| 5) E-mail: | 6) Cell Phone:          |

### Application Questions:

- 1) Please list all additional commitments you hold for the next year. Include number of course hours to be taken, if known, and any extracurriculars.
- 2) What do you consider your strengths?
- 3) What do you consider your weaknesses?
- 4) What relevant experience do you have in mentor roles? What did you learn from these positions?
- 5) What do you believe are the major challenges that struggling students face?
- 6) What lower level, prerequisite classes might you be able to tutor (ex. Calc. 3 or lower, Chem. 1, Physics)?
- 7) How would you rate your knowledge of campus resources? (Choose one)
  - I am very familiar with various campus resources and use them often.
  - I am very familiar with various campus resources but do not use them myself.
  - I know the basic resources, such as LEAD and the COC, and use them.
  - I know, but do not use the basic resources.
  - I am unfamiliar with the resources the campus offers.
- 8) If you could be any fictional character for one week, who would you be and why?
- 9) For paperwork purposes in the case of being offered a position, please list all current and previous campus jobs, paid research positions, or work studies held at S&T. Include dates of employment.