



2010-2011 First Year Mentor Application Process

1. Find application information and the application link at http://www.ltu.edu/aac/fymentor_app.asp
 - Download the application cover sheet, job descriptions, and (if you were not a fall 2009 mentor) the reference form.
 - Open the application link and complete the online form.
 - Submit an unofficial copy of your transcript to the AAC, FY Programs Office or the Office of Student Activities.
 - If you were not a mentor in fall 2009, request two references and ensure they are submitted to one of the three offices. At least one reference letters should be from a supervisor or a Lawrence Tech faculty.
 - All documents must be submitted by 5 PM on February 12, 2010.
2. Applications must be complete (the online form and the hard copies of transcripts and references) by February 12, 2010 at 5 pm. Applications that are **LATE or INCOMPLETE** will not be considered. Transcripts and reference forms may be submitted to:

Gladys M. Avilés First Year Programs Student Service Center, C205B C405A 248.204.4122 gaviles@ltu.edu	Academic Achievement Center (AAC) Student Service Center, C201 248.204.4120	Leslie Wilson Student Activities Student Service Center, 248.204.4105 lwilson@ltu.edu
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3. The status of your application will be forwarded to you via **email** by February 19, 2010. You will be advised of one of the following:
 - Your candidacy is being considered further and you will be scheduled for group and individual interviews.
 - Your candidacy is not being considered at this time. An explanation will be included.
4. Group and individual interviews will be held on February 26 and February 27. Team Leader interviews (for qualified applicants) will be scheduled between March 1 – March 4.
5. Notification letters will be sent out to all interviewed applicants on March 5, 2010.
6. First Year Mentors accepting a position must return acceptance letters by Friday, March 19, 2010.

IMPORTANT DATES!

March 26	3 PM – 4:30 PM	First Year Mentor Orientation. Attendance is required.*
August 15 – 19		Mentors contact their mentees by phone.
August 20	1 PM – 7 PM	Mentor Training. Attendance is required.
August 22	10 AM – 4 PM	Freshman Move-In. Attendance (2 hours) is required.
August 23 & 24	9 AM – 6 PM	Discovery program. Attendance is required.
August 25		Fall classes begin

*If you have a class conflict, please contact Gladys Avilés as soon as possible.

If you have questions about the Mentor application process, please contact Gladys Avilés by phone (248.204.4122) or email (gaviles@ltu.edu).