**ESL PEER ADVISORY LEADERS (PALs)**INFORMATION and APPLICATION PACKET

**ESL Peer Advisory Leaders (PALs)**

ESL PALs represent the college at various English as a Second Language Department activities and events in the community and on campus. We regularly visit local schools and community based organizations (CBO’s), meet with prospective students, have on-campus information and orientation events, and provide information regarding ESL and the programs and services offered at LMC. Our ESL PALs serve a one (1) year position as a liaison for the ESL Department, the college, local feeder schools, and our community. **IMPORTANT:** ESLPALs will be required to commit to working a year-long schedule, including trainings/meetings, peer advising, and on and off campus events for the ESL Department.

**QUALIFICATIONS**

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| --- |
| * Have a 3.0 Cumulative LMC GPA |
| * Be currently enrolled in a least 6 units at LMC |
| * Have completed a minimum of 6 units within the LMC ESL Program as a non-native speaker of English, with an intermediate to advanced level of English ability |
| * Be able to work in the United States |
| * Have a schedule that does not conflict with the needs and time commitment of the work * Have bilingual/multilingual communication abilities |

**BENEFITS**

Develop leadership qualities; enhance English communication and English presentation skills; network with many campus groups and departments; improve understanding of the LMC programs and resources available for international and immigrant students who are taking or who want/need to take LMC ESL classes; represent the ESL student body; build resume experience; serve as a knowledgeable peer advisor; and develop skills to interact and connect with linguistically diverse and culturally rich populations.

**FINANCIAL INCENTIVE**

ESL PALs are paid an hourly wage of $11.00/hr including all training; scheduled activities at local schools, community based organizations, and LMC (Pittsburg and Brentwood campuses); and preparation work needed to support the ESL Department, ESL Faculty, and ESL Support Personnel. ESL PALs normally work between 5-10 hours per week – PALs work on a variety of projects and tasks. Some work is done alone, and some work is done with the other PALs, faculty, and sometimes with other employees at the college. Some work is done at LMC, and some work involves going to meet with prospective students at other organizations in our service area.

**APPLICATION PROCESS**

Because ESL PALs represent the college at various events and regularly visit local schools and CBO’s, they have a high level of responsibility. Thus, all students interested in being part of the ESL PALs’ team must submit:

1. An ESL PALs Application
2. ESL PALs Questions *(typed)*
3. ESL PALs Time Management Form
4. ESL PALs Reference Sheet/Letter (to be completed by ESL faculty/counselor/advisor/staff)

**SUBMIT APPLICATION TO:** Dr.Paula Gunder | Professor/Chair, English as a Second Language

Office CC2-211D | Main College Complex, Second Floor

pgunder@losmedanos.edu | 925.473.7882

**ESL PALs RESPONSIBILITIES**

* Serve as a peer advisor to current and prospective ESL students
* Develop/give materials and presentations for ESL students about campus resources
* Assist at/with orientations, information sessions, and the High School Senior Saturdays (April)
* Create, conduct, and assist with campus tours and student panels for the ESL population
* Help develop, participate in, and work at various on and off campus ESL in-reach and out-reach events and activities
* Attend trainings and meetings
* Assist with set-up, materials preparation, and clean-up for events
* Other related duties as assigned

**I. LMC ESL PALs APPLICATION**

Please provide the following information:

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NAME STUDENT ID#

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# OF LMC UNITS COMPLETED CURRENT GPA

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| LANGUAGUES SPOKEN MAJOR/CAREER GOAL  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NUMBER OF SEMESTERS ENROLLED AT LMC ESL CLASSES SUCCESFULLY COMPLETED  **II. ESL PALs QUESTIONS** *(Typed on a separate sheet of paper.)* | |  |
|  |  | |
| 1. How did you hear about the **ESL PALs** opportunity? |  | |
| 2. Why are you interested in being part of the **ESL PALs** TEAM?  3. Describe any skills, training, or abilities that you have that would benefit the work of the **ESL PALs** Team.  **III. ESL PALs TIME MANAGEMENT FORM (\_\_\_\_\_\_\_\_\_\_\_\_\_)**  On this sheet, include all of your current commitments including classes, jobs/work, meetings, family obligations, and/ or activities, as well as your available time to work.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **Time** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | | 8:00 - 9:00 |  |  |  |  |  | |  |  |  |  |  |  | | 9:00 - 10:00 |  |  |  |  |  | |  |  |  |  |  |  | | 10:00 - 11:00 |  |  |  |  |  | |  |  |  |  |  |  | | 11:00 - 12:00 |  |  |  |  |  | |  |  |  |  |  |  | | 12:00 - 1:00 |  |  |  |  |  | |  |  |  |  |  |  | | 1:00 - 2:00 |  |  |  |  |  | |  |  |  |  |  |  | | 2:00 - 3:00 |  |  |  |  |  | |  |  |  |  |  |  | | 3:00 - 4:00 |  |  |  |  |  | |  |  |  |  |  |  | | 4:00 - 5:00 |  |  |  |  |  | |  |  |  |  |  |  | | 5:00 - 6:00 |  |  |  |  |  | |  |  |  |  |  |  | | 6:00 - 7:00 |  |  |  |  |  | |  |  |  |  |  |  | | 7:00 - 8:00 |  |  |  |  |  | |  |  |  |  |  |  | | 8:00-9:00 |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |

**IV. ESL PALs REFERENCE FORM**

Reference form should be completed by ESL faculty/counselor/advisor/staff.

**NAME OF STUDENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF REFERENCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**POSITION TITLE & EMPLOYER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EMAIL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

How long and in what capacity have you known/worked with this student?

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**Please rate this student on the following:** Strongly Disagree Agree Strongly

Disagree Agree

He/she is a leader among her/his peers. 1 2 3 4

She/he has strong time management/planning skills. 1 2 3 4

She/he takes direction and/or feedback well. 1 2 3 4

He/she has potential to have strong interpersonal

communication skills. 1 2 3 4

She/he exhibits calmness and maturity in most situations. 1 2 3 4

Do you have any other comments about this student that would help us make a decision about hiring her/him?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**V. ATTACH YOUR RESUME (Optional)**

Include affiliations with clubs, programs, etc. on or off campus.