

# Call for Applications: Honors Advocate Program

## About the Honors Advocate Program

The Honors Advocate Program supports incoming Honors Students during their transition to DePaul by introducing them to the Honors Program, DePaul resources, and campus communities. Honors Advocates (“Advocates”) are partnered with a group of incoming Honors students and serve as their guide from summer through the end of fall quarter. During the summer, Advocates host Zoom meetings to provide information about DePaul and the Honors Program while giving incoming Honors students an opportunity to meet one another. During the fall quarter, Advocates continue to support their students with programming specific to their student population.

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## The Honors Advocate Program includes the following roles:

- **Transfer Advocates.** Transfer Advocates work with incoming students who transferred to DePaul from another college or university. Applicants who are Transfer Honors students themselves are given priority for these positions.
  - **Affinity Advocates.** Affinity Advocates work with incoming freshmen and transfer students who are interested in becoming involved with one of DePaul’s Thriving Centers and want to be paired with a current student involved in one of DePaul’s Thriving Centers: (1) Asian, Pacific Islander, Desi American (APIIDA) Thriving Center, (2) Black Thriving Center, (3) Latinx Thriving Center, or (4) LGBTQIA+ Thriving Center.
  - **Southwest Asian and North African (SWANA) Advocates.** SWANA Advocates work with incoming freshmen and transfer students who are interested in becoming involved with the SWANA Cultural Association and want to be paired with a student who participates in the SWANA Cultural Association.
  - **First Generation Advocates.** First Generation Advocates work with incoming freshmen and transfer students who are first-generation college students and want to be paired with a first-generation college student.
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## Responsibilities & Duties

- **Transfer Advocates only:** Meet your group in person at Honors Welcome to guide them through the day's events and lead group activities.
- **Affinity, SWANA, and First-Generation Advocates only:** Meet your group in person at the Affinity Lunch (immediately following Honors Welcome).
- Serve as a guide and resource to approximately 15 incoming Honors students from summer through the fall quarter.
- Welcome your students, introduce yourself, and explain your Advocate role via email.
- Host two online meetings in August.
- Connect with each student for a midterm check-in.
- Plan and host two programs during the fall quarter tailored to your student population.

- Attend Advocate check-in meetings online (dates and times TBD).
- Submit Advocate Reports summarizing group activities and attendance.
- Encourage student involvement in the Honors Program community.
- Check email regularly and respond promptly to students, fellow Advocates, and Honors staff.
- Notify the Assistant Director of Student Engagement of any changes in student contact information or enrollment plans.
- Notify the Assistant Director of Student Engagement regarding any sensitive matters or student concerns, and refer students in need of additional support.
- Meet with the Assistant Director of Student Engagement to conclude your Advocate role by the end of the fall quarter.

## Qualifications

- Strong interpersonal and communication skills.
- Enthusiasm for welcoming and assisting new students.
- Comfort with public speaking, facilitating discussions, and answering student-related questions.
- Ability to engage respectfully and effectively with students from diverse backgrounds.
- Reliable, organized, and able to manage multiple commitments.
- Commitment to fostering an inclusive and welcoming Honors community.
- Demonstrated leadership, mentoring, or peer support experience (formal or informal).
- Familiarity with DePaul University resources, especially those relevant to the Honors Program and the specific student populations served (e.g., transfer students, first-generation students, or those involved with Thriving Centers).

## Eligibility

- Must be an Honors student in good standing.
- Must be enrolled in fall quarter classes.
- Must have access to reliable internet, a computer with a webcam, and a cellular phone.
- **Transfer Advocates only:** Must be available to attend **Honors Welcome** on **Tuesday, September 8** from **8:30 a.m. to 1:00 p.m.**
- **Affinity, SWANA, and First-Generation Advocates only:** Must be available to attend the **Affinity Lunch** on **Tuesday, September 8** from **12:45 p.m. to 2:30 p.m.**

## Additional Information

- **Training:** All selected Advocates must attend one mandatory training session (dates and times TBD).
- **Hiring Paperwork:** All selected Advocates must complete the [hiring process](#) and submit [I-9 documents](#) before the end of the academic year.

- **Pay:** Honors Advocates receive a \$300 stipend at the end fall quarter.
- **Honors Leadership:** Students who successfully fulfill their Advocate responsibilities will earn **Honors Leadership**.

### Application Process

- **Write a Statement of Interest/Cover Letter:** Introduce yourself, specify the Advocate role you are applying for, and explain why you are interested in the position. Highlight how your skills and/or experience make you a strong candidate.
- **Complete the [Advocate Application](#)** and upload your Statement of Interest/Cover Letter by **Sunday, May 31 at 11:59 p.m.**
- **Schedule your interview** with Assistant Director of Student Engagement, Priscilla Bautista, through MyDePaul. **Include “Honors Advocate” in the student comments section of the appointment.**

Questions about this role should be directed to the Assistant Director of Student Engagement, Priscilla Bautista [pbautist@depaul.edu](mailto:pbautist@depaul.edu).

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