

Academic Peer Mentor

Job Description for 2020-2021 Academic Year

The Academic Peer Mentor (APM) is a member of the Residence Life team and is responsible for the general administration, development, and implementation of academic success programs in the residence halls. The APM is responsible for providing resources and assistance that will make each residence hall community a place that supports and enhances the academic mission of the University of Idaho, while also working and supporting students in the Student Success Program space. An APM is a full-time student at the University of Idaho who lives in the residence halls and acts as a representative of the residence hall community to other administrative departments within the University. The Academic Peer Mentor position is an academic year appointment; however, Housing and Residence Life retains the right to terminate a position at will or for cause. Performance expectations include, but are not limited to the following responsibilities and obligations:

I. REQUIRED QUALIFICATIONS

- a. Enrollment as a full-time undergraduate (12 credits) or graduate (9 credits) student at the University of Idaho.
- b. Class-load limit is 16 credits (undergraduate) or 12 credits (graduate) per semester. Exceptions to this expectation may be made by the Assistant Director for Residential Engagement.
- c. Be involved in no more than ten (10) hours total of outside activities (other employment, clubs and organizations, etc.) per week. Exceptions to this may be made by the Assistant Director for Residential Engagement.
- d. Maintain a 3.0 grade point average (both semester and cumulative) while holding the Academic Peer Mentor position, failing to meet this expectation at any point of employment may result in termination.
- e. Must have excellent interpersonal skills and be comfortable delivering group presentations.

II. PREFERRED QUALIFICATIONS

- a. Ability to exhibit personal academic excellence.
- b. Knowledge of and ability to utilize problem-solving skills.
- c. Knowledge of campus resources.
- d. Ability to demonstrate responsibility, organizational skills, energy, motivation and initiative.
- e. Prior group or community living experience and/or mentoring/tutoring experience.
- f. Prior attendance at the University of Idaho for a minimum of one semester.

III. TEAM TRAINING, DEVELOPMENT, & RELATIONS

- a. Must attend the Spring Residence Life seminar, Fall Residence Life Team Training beginning on Friday, August 7, 2020 and Spring Training beginning on Friday, January 8, 2021 for all Residence Life Staff. It is expected that employees attend all trainings.
- b. Must attend Tutoring & College Success Tutor Training each fall semester
- c. Regular one-on-one meetings with Supervisor and other residence life staff as needed.
- d. Attend departmental in-service meetings Wednesdays from 4:30-6:30pm.
- e. Attend weekly staff meetings with Supervisor and Student Success Team.
- f. Attend weekly area staff team meetings.
- g. Work with the area staff to maintain a community atmosphere that is conducive to student social and academic success.
- h. Work with academic coaching students during the fall semester and academic connect students during the spring semester.
- i. Be present and available in your community in the evenings. APMs are not permitted to take class or have employment after 7:00pm any day of the week. Exceptions will only be made if the Academic Peer Mentor must take a class that is required that semester in order to graduate and the class is not offered at any other time. Written documentation from an academic advisor and approval by supervisor and the Assistant Director for Residential Engagement is required.
- j. Maintain a positive attitude toward the position itself, fellow student leaders, and supervisors.
- k. Display strong communication and collaboration skills in working with fellow student leaders on projects and programs and be willing to address differences and conflicts maturely, fairly, tactfully, and diplomatically.
- l. Carry weight and contribute appropriately to group and joint or team projects, activities, and programs.
- m. Act as an information/referral resource to all residents.
- n. Act as an educational referral resource to residence hall students and APM team

IV. COMMUNITY DEVELOPMENT

- a. Personal Conduct

- i. Follow and enforce the Residence Hall and Dining Services Agreement, Residence Hall Handbook, University of Idaho Code of Conduct, all State and Federal Laws, and the Residence Life Code of Ethical Standards.
 - ii. Act as a positive role model at all campus functions, both on and off campus.
 - iii. Behave as an ambassador of the University of Idaho to students, families, visitors to campus, and the Moscow community.
 - iv. Support and be professional towards all Housing and Residence Life staff members.
- b. Student Development
 - i. Attend at least one floor tradition each week.
 - ii. Regularly attend RA monthly programs and floor meetings for the assigned area.
 - iii. Regular one on one meetings with area Resident Assistants to discuss student concerns and community trends.
 - iv. Coordinate one area wide social program for the assigned area each month.
 - v. Work with staff/faculty across campus in regards to student success.
 - vi. Meet individually with members of your community regarding academic integration (academic interventions, etc.) in the university community.
 - vii. Create and disseminate monthly academic resources for your assigned area (i.e. bulletin boards, newsletters, academic organization information, etc.).
 - viii. Act as an information/referral resource to residence hall students.
 - ix. Serve as an appropriate role model to students by demonstrating good study habits, concern for the welfare of others, responsibility to one's community and positive social interactions.
 - x. Report all resident conversations through the Interaction Log database.
 - xi. Implement workshops in unassigned communities as requested by residence life staff.
 - xii. Complete all programming requirements set forth by your supervisor, including bulletin boards, co-programs with RA's, Success Series programs, and departmental programs and initiatives, etc.
 - xiii. Program proposals and funding should be approved two weeks before the event.
 - xiv. Attendance at your own program is mandatory.
 - xv. You are required to have an attendee list, to turn in receipts (if applicable), a sample advertisement, and a program evaluation 48 hours after the program.
 - xvi. APMs are encouraged to plan programs that promote academic success and college transition, diversity, community engagement/service, and provide resources, tools, or information for academic success and general wellness.
 - xvii. Programs should be unique; the same program should not be offered multiple times a year.
 - xviii. Program planning should represent or consider the needs of the community.
 - xix. Complete a programming calendar to be available to the residents in the residence halls, Area Assistants and to the Professional Staff. This should be updated continually and distributed at least monthly, preferably bi-weekly. The calendar should also be posted on the APM door.
- c. Residence Hall Association (RHA) support
 - i. Develop a cooperative relationship with RHA, Community Assemblies, and NRHH leaders in order to plan and implement joint programs and activities. This includes encouraging residents to participate in RHA and NRHH activities and general meetings.
 - ii. APMs may not serve in any Executive Board positions with RHA or Community Assemblies.

V. STUDENT SUCCESS PROGRAM

- a. Complete eight (8) hours per week in the Student Success Program. These hours could include facilitating study sessions.
- b. Coordinate at least one monthly program with your Resident Assistant on each of your floors.
- c. Support and attend weekly events held in the Student Success Program.
- d. Aid in departmental assessment initiatives for the Student Success Program.
- e. Meet bi-weekly with assigned students or student group that have either been identified as at-risk or elect to work with an Academic Peer Mentor.

VI. TUTORING

- a. Students will be able to tutor in all classes taken at the University of Idaho where a grade of "B" or better was earned. Additionally, tutors must be able to:
 - i. Show competency in subjects to be tutored
 - ii. Provide instructor recommendation
 - iii. Communicate effectively

- iv. Complete tutor training

VII. COMMUNICATION

- a. Document and communicate all emergency and other relevant situations and events utilizing emergency protocol.
- b. Communicate openly as a Residence Life Team Member in order to promote consistency, solve mutual problems, and provide personal and professional support.
- c. Maintain confidentiality of students, friends, and staff members between self and supervisor. Information may be shared only under advisement and approval of supervisor.
- d. Report all significant interactions with residents (including tutoring, mediation, and referral) to supervisor. Immediately report any issues involving health and safety.

VIII. TIME COMMITMENTS

Each Academic Peer Mentor works an average of twenty hours per week. This average includes meetings, program development, and completion of assigned tasks. During the year there are major events such as Residence Life Team Training, Staff Selection, and departmental recruitment and retention events, which may require more than twenty hours of work per week. At other points during the year, less than twenty hours of work will be sufficient.

- a. Maintaining a consistent open door policy, visibility, and availability during peak times in the hall (peak times on the hall typically fall between 2pm-11pm). Ten hours or more peak per week are expected, and this may include studying in the lounges of your assigned floor(s).
- b. Sleep and live in assigned room.
- c. Participate in a maximum of ten (10) hours total per week of outside employment/activities and a maximum of sixteen (16) credits total of class work and the position. Exceptions to this may be made by the Assistant Director for Residential Engagement.
- d. Limited to twelve (12) nights away from their assigned building during each semester, with no more than four (4) weekend nights away a month. A night away is defined as the APM not being in their assigned room by 2am.
- e. Approval from the Supervisor to hold any office in campus or community organizations.
- f. Must complete all closing tasks at the end of each semester (December & May) and will be released no earlier than Sunday, December 20, 2020 at 8:00 am and Monday, May 17, 2021 at 8:00 am.

VIII. ADMINISTRATIVE DUTIES

- a. Maintain all paperwork in a systematic and consistent fashion (expected paper work to be filled out includes but is not limited to Request for Supplies, Monthly Reports, and Workshop Assessment Forms).
- b. Keep personal room door locked at all times when not present.
- c. Agree to pending obligations and sign a University of Idaho Residence Hall & Dining Services Agreement.
- d. Complete expectations, assignments, and responsibilities by deadline and comply with the behavioral expectations of the Housing and Residence Life Department.
- e. Assist in departmental wide survey initiatives through distribution and collection of data, (EBI, VandalStar etc.) and subsequent academic conversations and follow-ups.

IX. ETHICAL GUIDELINES

- a. Compliance with all federal, state, and local mandated laws, the Student Code of Conduct, Residence Life Code of Ethical Standards, the Residence Hall & Dining Services Agreement, the Residence Hall Handbook and all other standards for acceptable behavior.
- b. Maintain and follow established procedures and protocol in requesting services from University departments.
- c. Act as a positive role model at all campus functions regardless of where they physically take place.
- d. Behave as an ambassador of the University of Idaho and the Residence Life team to students, their parents, visitors to campus, and the Moscow community.
- e. Avoidance of romantic relationships with residents and co-workers.
- f. Responsibility for negligence in the use of any University resources provided to them.

X. EVALUATION AND JOB ACTION

- a. Evaluation of performance for each Academic Peer Mentor will be formally done once every semester by the Area Supervisor in consultation with the supervisor of the assigned area.
- b. Pending evaluation, application, and interview the Academic Peer Mentor may be re-appointed for another academic year.
- c. Termination or resignation of an Academic Peer Mentor position, prior to completion of the academic year, may not guarantee assignment of a regular Residence Hall space, and will be the sole discretion of the Associate

- Director of Housing and Residence Life or their designee.
- d. Deviation from or violation of this job description at any point during employment will be grounds for disciplinary action up to and including immediate dismissal from the Academic Peer Mentor position and eviction from the Residence Halls.
 - e. In the event of termination/resignation from position, the APM may be responsible for any prorated amount on a meal plan or room rate. (For example, if you leave mid-semester, but have used the entirety of your dining dollars that were allocated for the semester, you may be required to reimburse Housing and Residence Life for a pro-rated amount.)
 - f. The Academic Peer Mentor position is an academic year commitment. Failure to complete the full academic year, or failure to complete end of semester/end of year requirements may result in staff member responsibility of reimbursing the department up to and including the full compensation cost. Exceptions to this can be made by the Associate Director of Housing and Residence Life.
 - g. Housing and Residence Life will provide each staff member a polo/shirt for use during official functions, i.e. opening, UIIdaho Bound, etc. It is the responsibility of each staff member to provide their own khaki pants to complete the Housing and Residence Life uniform.

XI. COMPENSATION

- a. Academic Peer Mentors will receive the following as compensation for their positions:
 - i. A residence hall room space and board plan for duration of employment
- b. A book scholarship (\$50.00 for staff who are serving their 1st or 2nd semester, and \$100 for staff who served on their 3rd semester or more) payable at the end of each semester.
- c. Student staff are not eligible to receive the Resident Scholarship.
- d. Housing and Residence Life pays for your room and board. Replacing APMs during the academic year can be difficult and is disruptive to learning and community development. It is expected that APMs will stay in their position for the duration of the contract. APMs will be held to their Housing Contract and may be charged for the unused meal plan if they choose to leave the APM position before the end of the contract

The University of Idaho is an equal opportunity/affirmative action employer and educational institution.

**I have read and agree to the terms specified in this job description.
Contract ends Monday, May 17, 2021 at 8 am.**

Academic Peer Mentor Signature	Date	Printed Name and V Number
Supervisor Signature	Date	Printed Name and V Number