Academic Peer Mentor
Job Description for 2016-2017 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. Under the direction and supervision of the Student Success and Retention Coordinator, with guidance from the supervisor of the assigned area, 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. 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 a one-year appointment; however Housing & 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 or graduate student.
   b. Prior attendance at the University of Idaho for a minimum of one semester.
   c. Limited class-load to sixteen credits per semester. Exceptions to this expectation must be made by the Student Success and Retention Coordinator.
   d. Academic Peer Mentors can only be involved in 10 hours in total of outside activities (work, clubs, sports, etc.).
   e. Maintaining a 3.0 grade point average (both semester and cumulative) while in the position. Failing to meet this expectation at any point of employment may result in termination.
   f. 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.

III. TEAM TRAINING AND DEVELOPMENT
   a. Fall Residence Life Team Training beginning on Friday, August 5, 2016 and Spring Training beginning on Friday, January 6, 2017 for all Residence Life Staff.
   b. Regular one-on-one meetings with the Student Success and Retention Coordinator, and as needed with the supervisor of assigned area.
   c. Reserve Wednesdays from 4:00 – 6:00 pm for monthly departmental in-service meetings.
   d. Weekly staff meetings with the Student Success and Retention Coordinator.
   e. Assist the Resident Assistants with floor meetings, providing a focus on the academic environment and needs of the residents.
   f. Work with the area staff to maintain a community atmosphere that is conducive to student social and academic success.

IV. COMMUNITY DEVELOPMENT
   a. Personal Conduct
      ii. Act as a positive role model at all campus functions regardless of where they physically take place.
      iii. Behave as an ambassador of the University of Idaho to students, their parents, visitors to campus, and the Moscow community.
      iv. Support and be professional towards all Housing & Residence Life staff members.
   b. Student Development
      i. Coordinate one academically themed programs for the assigned area per month. At least one per semester must utilize a faculty/staff member outside of Residence Life and Housing.
      ii. Work with staff/faculty across campus in regards to student success.
      iii. Meet individually with members of your community regarding academic integration (Mapworks, academic interventions, etc.) in the university community.
iv. Create and disseminate monthly academic resources for your assigned area (i.e. bulletin boards, newsletters, academic organization information, etc.).

v. Act as an information/referral resource to residence hall students.

vi. 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.

vii. Report all relevant interactions with residents to the Student Success and Retention Coordinator.

viii. Implement one large scale academically themed program for each residential area (Wallace, Tower, etc.), in conjunction with other Academic Peer Mentors, per year.

ix. Implement workshops in unassigned communities as requested by RAs, Senior Staff, or the Student Success and Retention Coordinator.

V. STUDENT SUCCESS CENTER
a. Complete 10 hours per week in the Student Success Center. Two of these hours should be spent facilitating study sessions.

b. Coordinate one academically themed workshop for students in the center per month.

c. Aid in departmental assessment initiatives for the center

d. Meet bi-weekly with assigned students that have either been identified as at-risk or elect to work with an Academic Peer Mentor.

VI. COMMUNICATION
a. Report 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/supervisor of assigned area. Information may be shared only under advisement and approval of supervisor/supervisor of assigned area.

VII. 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. Agreement to participate in only a total of ten hours per week of employment/activities outside of sixteen credits of class work and the APM position. The supervisor may make exceptions to this expectation.

d. Approval from the Student Success and Retention Coordinator to hold any office in campus or community organizations.

e. Must complete all closing tasks at the end of each semester (December & May) and will be released no earlier than Sunday, December 18th, 2016 at 8:00 am and Monday, May 15th, 2017 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 Programming Assessment Forms).

b. Keep personal room door locked at all times when not attended.

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 & Residence Life Department.

e. Assist in departmental wide survey initiatives through distribution and collection of data, (EBI, Mapworks, 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, the Student Bill of Rights, the 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. Avoidance of romantic relationships with residents of hall in which APM in question works.
d. 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 Student Success and Retention Coordinator 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. Housing & 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 & Residence Life uniform.
d. 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 & Residence Life or their designee.
e. At period 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 flex dollars that were allocated for the semester, you may be required to reimburse Housing & Residence Life for a pro-rated amount.)
f. 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.
g. The Academic Peer Mentor position is a full year commitment. Failure to complete the full 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 & Residence Life.

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
   ii. A book allowance ($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.

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 15, 2017 at 8 am.

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Academic Peer Mentor Signature          Date          Printed Name and ID Number

________________________  ______________________  _______________________
Supervisor Signature          Date          Printed Name and ID Number