Academic Peer Mentor Position Description
2015-2016 Academic Year

Academic Peer Mentors (APMs) are an important component of the Department of Residence Life (DRL) and its mission to offer Texas A&M University (TAMU) students a world-class on-campus student living and learning experience. This dynamic role promotes and enhances the academic success of students. APMs support students’ academic and social development by connecting students with resources and programs to enhance student learning. This allows students to combine the classroom experience with their residential academic environment in order to establish a foundation for a successful college career. APMs are employed by the DRL and TAMU. APMs are required to live in the residence halls and foster a sense of academic community while also providing academic programming on campus.

Mission:
APMs are a part of an integrated effort to create an outstanding university experience for all students at TAMU with a focus on academics. APMs will aid in providing new students with a transition to college life and college-level learning in four important ways:

- Raise academic expectations with engagement and compassion through programming
- Serving as a resource to connect students with programs and initiatives that enhance learning and success
- Partnering with Resident Advisors to foster campus community and feelings of belonging in the residence halls
- Offer opportunities for academic and personal development within the residence halls

Terms of Employment & Qualifications:

- Must be a full-time student in good standing as defined by TAMU
- Must be classified as a sophomore or higher by hours and years of attendance by the fall of 2015
- Required to maintain a minimum cumulative GPA of 3.00 at time of application and throughout term of employment
- Ability to communicate well, verbally and non-verbally
- Strong ability to present to various groups of individuals
- Ability to relate well with students, faculty, and administrators
- Demonstration of responsibility, positive attitude, confidence, flexibility, team orientation, strong interpersonal skills, and high energy
- Desire to learn about TAMU and DRL academic resources, policies, procedures, initiatives, and communities
- Must be able to attend work days and training during Spring 2015 and in August prior to the beginning of classes
- Must be available to attend trainings, staff meetings, office hours, presentations, and any other department meetings as necessary
- If hired, must be able to provide proof of identity and employment eligibility
- If hired, must pass criminal background check

Responsibilities:
In general, the minimum expectations for the APM position are:

- Spend approximately 3-6 hours per week facilitating academic programming in the residence halls
- Maintain 3-5 office hours per week connecting with and educating students in the residence halls (meeting with students informally and developing academic programming)
- Post office hours outside your door and provide contact information for students and staff
- Be available for formal and informal interaction with the students in the residence halls
- Coordinate 1-2 hall wide academic programs per hall assigned
- Help students become familiar with university resources; advise and refer residents to appropriate university resources as needed
- Maintain an academic relationship log of conversations with students
- Meet regularly with Academic Support Initiatives Program Coordinator and Moses Hall Community Director
Benefits:
The benefits of the APM experience may include:
- The compensation package for APMs includes a per hour wage rate, which is based on satisfactory performance evaluations and the number of semesters of employment. The wage rate is dependent upon the current wage scale of the University and DRL
- Private Room at a discounted rate
- Significant leadership experience
- Personal and professional development
- Opportunity to work with faculty and staff across campus
- Connecting with first year students in a unique learning environment across the residence halls

Outside Employment and Extracurricular Activities
- Outside employment and extracurricular activities should be reviewed with your supervisor on a regular basis. If conflicts arise between the APM position and other employment/activities and job performance deficiencies are noted by the supervisor, the APM may be required to make adjustments in his/her schedule in order to correct the deficiency
- APMs that are requesting additional on campus employment, must be in good standing with the university and must have completed one semester of APM experience. APM’s may be employed outside DRL for a State of Texas employer up to 7 hours per week with prior written approval of their supervisor. APMs should have a cumulative GPR of 3.0 or greater to be approved
- APMs that are requesting approval for additional employment from a non-State of Texas Employer must seek approval from their supervisor on hours that can be worked
- APMs may not student teach, intern or co-op while working as an APM without prior written approval

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Print Name

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Employee Signature       Date       Supervisor’s Signature       Date