

SENIOR ACADEMIC PEER MENTOR POSITION DESCRIPTION



Senior Academic Peer Mentors (SAPMs) 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. Visit reslife.tamu.edu/apm for more information.

The SAPMs support students' academic and social development by connecting students and Academic Peer Mentors (APMs) with resources and programs to enhance student success. SAPMs are required to live in an on-campus residence hall or apartment and foster a sense of academic community while also providing academic programming.

Mission

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

- Provide regular, one-on-one peer academic coaching to students who live on-campus
- Raise academic expectations with engagement and compassion through programs and services
- 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 on-campus
- Offer opportunities for academic and personal development within the residence halls

Additionally, SAPMs support administrative and co-supervision functions as they related to the Academic Peer Mentor Program and the Department of Residence Life.

Terms of Employment & Qualifications

- Must be a full-time student in good academic and conduct standing as defined by TAMU
- Classified as a sophomore or higher by hours and years of attendance by the beginning employment
- Maintain a minimum cumulative GPA/R 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 commonly ranging from 5 - 50
- Ability to relate well with students, faculty, and administrators
- Consistently demonstrate responsibility, positive attitude, confidence, flexibility, team orientation, and strong interpersonal skills
- Desire to learn about TAMU and DRL academic resources, policies, procedures, initiatives, and communities
- Move-in and attend training during January and in August prior to the beginning of classes
- Must be available to attend staff meetings, office hours, academic skills presentations, and any other department meetings/requirements as necessary
- If hired, must be able to provide proof of identity and employment eligibility
- If hired, must pass criminal background check
- If hired, must live on-campus in assigned, furnished, residence hall or apartment

Responsibilities

In general, the minimum expectations for the Senior Academic Peer Mentor position are to work 20 hours per week to:

Community Building & Resources

- Familiarize students with university resources; advise and refer residents to university resources
- Staff resource tables and events to share program information and resources at various events
- Be available for formal and informal interaction with the students in assigned residences
- Aid the APM supervisor(s) with team development activities to establish group cohesion
- Lead or facilitate aspects of the Academic Peer Mentor program training sessions
- Serve as program ambassadors or representatives on university, division or department committees

Programming & Services

- Maintain 3-5 online and in-person office hours per week to answer academic and university resource questions
- Plan, market and present 2 – 3 pre-developed academic skill-development programs each week in assigned residential communities
- Schedule and facilitate one-on-one academic coaching sessions called Academic Check-Ups with assigned residents
- Develop and hold students accountable to study plans, academic goals, and commitments

Administrative

- Regularly and actively participate in a 1 – 2 hour weekly staff meeting
- Market and promote Academic Support Initiatives programs and services via word-of-mouth, emails, social media, and printed advertisements
- Accomplish administrative tasks which include but are not limited to program event planning forms, logs, record keeping, inventory forms, program checklists, etc.

Co-Supervision & Management

- Observe and review academic skills presentations presented by Academic Peer Mentors and provide feedback or assistance as directed by the supervisor(s)
- Coordinate S/APM office hours, resource tabling, and other recruitment events
- Manage Resident Advisor and other constituent requests for programming/services
- Check-in, lead and assist with Peer Panel program scheduling, planning, and execution
- Develop and update the Academic Peer Mentor manual and job-aid resources
- Meet regularly with supervisor(s)

Benefits

The benefits of the SAPM 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 10% rate
- Significant leadership and peer accountability experience
- Personal and professional development
- Opportunity to work with faculty and staff across campus
- Connecting with first year students and upperclassmen in a unique learning environment across campus

Outside Employment and Extracurricular Activities

- Outside employment and extracurricular activities should be reviewed with the SAPM supervisor(s) on a regular basis. If conflicts arise between the SAPM position and other employment/activities and job performance deficiencies are noted by the supervisor, the APM may be required to make adjustments in their schedule in order to correct the deficiency
- SAPMs 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(s)
- SAPMs 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
- SAPMs may not student teach, intern or co-op while working as an APM without prior written approval

Accountability Policy

You will be held accountable for your actions or lack thereof, including both positive and negative actions. It is important to follow all rules, policies, and expectations of the position. The following outlines some, but not all, accountability measures. The Academic Peer Mentor supervisor(s) will keep notes on each employee regarding their performance throughout the year. These notes will be used to praise good work, address concerns, and to provide an accurate representation of the employee's performance on the annual evaluation. You may request to see your notes at any point.

Verbal Warnings

A verbal warning or reprimand may be issued by the supervisor(s) as necessary for violating job responsibilities/expectations and/or policies. This is a verbal reminder which will state the reason for the warning. Note of this warning will be documented within the employee's file or notes for future reference. Some actions that could result in a verbal reprimand include but are not limited to: late to a staff meeting, shift or leaving early without approval of the supervisor(s), and failing to complete job responsibilities including logs and record keeping.

Written Warnings

A written warning or reprimand is a memorandum that states the specific inappropriate actions or decisions. If no significant improvements are seen within a specified period, termination or probation may result. This notice may include a probationary period with the expectation of improved performance. A copy of the written warning will be provided to the employee and a copy will be placed in the employee's personnel file. Some actions that could result in a written warning include but are not limited to: 2nd time being late to a shift, staff meeting, or leaving early without the approval of the supervisor(s), your 1st time missing a shift (Academic Check-Up, presentation, etc.), repeating behaviors that resulted in a verbal warning, etc.

Probation

A period of time determined by the supervisor based upon the severity of the situation. This will include a letter provided to you and placed in the employee's personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in a verbal reprimand include but are not limited to: 3rd time being late to a shift or leaving early without the approval of the supervisor(s), 3rd time missing record keeping or log deadlines, losing staff-issued key(s), 2nd missed shift, repeating behaviors that resulted in a written reprimand, falling below the required GPR, etc.

Termination

Depending on the severity of the issue, termination typically comes as a final solution after multiple infractions, though it can occur immediately, without any or all of the above actions. Some actions that could result in termination include but are not limited to: 4th time being late to a shift or leaving early without the approval of the

supervisor(s), your 3rd missed shift, insubordination while on probation, risking the safety and security of students in the space, inappropriately using keys and/or equipment, repeating behaviors that resulted in probation, etc.

Employee Name

Employee Signature

Date

Supervisor Signature