

Senior Academic Peer Mentor Position Description

Website: <http://reslife.tamu.edu/apm>

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. The Senior APMs support students' academic and social development by connecting students with resources and programs to enhance student learning. In addition to this support, they offer additional administrative support to the APM program. 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:

Senior APMs 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 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 have served a minimum of 1 semester as an Academic Peer Mentor (APM)
- Must be classified as a sophomore or higher by hours and years of attendance by the beginning of the academic year
- 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 trainings during January 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
- 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 15 – 20 hours per week to:

Community Building & Resources

- Help students become familiar with university resources; advise and refer residents to appropriate university resources as needed
- Staff resource tables to share program information and resources at various events – as needed
- 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

Programming & Services

1253 TAMU
College Station, TX 77843-1253

Tel. 979.862.3158 Fax 979.862.2434
Email: housing@tamu.edu | Website: reslife.tamu.edu/

- Maintain 3-5 online and in-person office hours called ASK Sessions per week connecting with and educating students in the residence halls and apartments
- Plan, market and present 2 – 3 pre-developed academic programs called ASSIST Sessions each week in assigned residential communities
- Spend approximately 3-5 hours per week providing one-on-one academic coaching sessions called Academic Check-Ups with assigned residents

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, interaction logs, program checklists, etc.
- Observe and review presentations being given by other Academic Peer Mentors and provide feedback or assistance – as needed
- Coordinate ASK Sessions and resource tabling with the APMs
- Manage Resident Advisor requests for APM programming
- Check-in, lead and assist with Peer Panel program scheduling and planning
- Develop and update the APM manual and resources
- Meet regularly with supervisor(s)

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 and apartments

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 their 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 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

Employee Name

Employee Signature

Date

Supervisor Signature