Academic Peer Mentor Position Description

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. Visit reslife.tamu.edu/apm for more information.

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 an on-campus residence hall or apartment and foster a sense of academic community through providing academic programs and services.

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 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

Learning Outcomes:

- Relationship Development
  - Connect to on-campus peers during one-on-one academic coaching interactions
- Academic Support
  - Support resident and community academic engagement through planned and informal individual and group interactions
- Referral and Support
  - Interpret resident needs during individual, group, or online interactions in order to correctly refer or explain the appropriate academic or campus resource
- Communication
  - Consistently communicate with fellow APM or DRL Staff when designing and implementing cooperative programming
- Student Development
  - Foster academic and personal development in resident interactions

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 of 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 in January and in August prior to the beginning of classes
• Must be available to attend staff meetings, office hours, 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 self-selected, furnished, residence hall or apartment

Responsibilities:
In general, the minimum expectations for the Academic Peer Mentor position are to work 15 hours per week and up to 28 hours 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

Programming & Services
• Maintain 3-10 in-person office hours per week to answer academic and university resource questions
• Plan, market and present academic-based programs on a regular basis 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.
• 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
• Room/apartment on-campus at a 10% 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 campus
• Opportunity to make a difference in students’ lives by providing them with practical skills and resources.
Outside Employment and Extracurricular Activities:
- Outside employment and extracurricular activities should be reviewed with the APM supervisor(s) 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(s).
- 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.

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 you have accepted. The following policy outlines some, but not all, accountability measures. Additionally, this policy outlines a progressive discipline and accountability model that an employee would typically follow given some of the examples in this policy. However, the severity of the situation or behavior of the employee may warrant immediate progression to a more severe measure, up to and including termination, without having been provided a lesser measure previously. The severity of the measure will be determined by the supervisor in consultation with the HR Coordinator, if necessary.

Notes
The supervisor will keep notes on each staff member regarding his or her 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. These notes may be kept in a variety of formats.

Warning
A Warning may be issued by the supervisor as necessary for violating job responsibilities/expectations and/or policies. This is a reminder which will state the reason for the Warning. Note of this Warning will be documented within your Notes for future reference. Some actions that could result in a Warning include but are not limited to: 1st time being late to a shift or leaving early without approval of the supervisor, 1st time failing to complete job responsibilities during a shift, 1st time having a visitor at the desk without approval, etc.

Reprimand
A Reprimand is a memo or form that states the specific inappropriate actions or decisions, will include specific, quantifiable expectations for improved performance, and a specified time period for significant improvement to be made. If no significant improvements are seen within the specified period, Termination or Probation may result. This Reprimand may include a probationary period with the expectation of marked improved performance. A copy of the Reprimand will be provided to you and a copy will be placed in your personnel file. Some actions that could result in a Reprimand include but are not limited to: your 2nd time being late to a shift or leaving early without the...
approval of the supervisor, your 2\textsuperscript{nd} time having a visitor at the desk without approval, your 1\textsuperscript{st} time missing a shift, repeating behaviors that resulted in a Warning, etc.

\textit{Probation}

A period of time determined by the supervisor based upon the severity of the situation, during which your performance will be monitored for marked improvement. This will include a letter or form provided to you and placed in your personnel file that outlines the specific inappropriate actions or decisions. Some actions that could result in Probation include but are not limited to: your 3\textsuperscript{rd} time being late to a shift or leaving early without the approval of the supervisor, your 3\textsuperscript{rd} time having a visitor at the desk without approval, your 2\textsuperscript{nd} missed shift, repeating behaviors that resulted in a Reprimand, falling below the required GPR, etc.

\textit{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: your 4\textsuperscript{th} time being late to a shift or leaving early without the approval of the supervisor, your 3\textsuperscript{rd} 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.

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Employee Name & Employee Signature \\
Date & Supervisor Signature \\
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