

## Academic Peer Mentor Position Description

Website: <https://reslife.tamu.edu/jobs/apm>

---

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

### 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 standing as defined by TAMU
- 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 the Spring 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 Academic Peer Mentor position are:

- Help students become familiar with university resources; advise and refer residents to appropriate university resources as needed
- Spend approximately 3-6 hours per week facilitating pre-developed academic programming (i.e. ASSIST Sessions, Peer Panels) in the residence halls and apartments
- Maintain 3-5 office hours per week connecting with and educating students in the residence halls and apartments through Academic Check Ups and other initiatives
- 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.
- Regularly and actively participate in a 1 – 2 hour weekly staff meeting
- Be available for formal and informal interaction with the students in assigned residences
- Meet regularly with Academic Support Initiatives Program Coordinator

### **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 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

### **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.

## DIVISION OF STUDENT AFFAIRS

Department of Residence Life  
Central Administrative Office



### *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: 1<sup>st</sup> time being late to a shift or leaving early without approval of the supervisor, 1<sup>st</sup> time failing to complete job responsibilities during a shift, 1<sup>st</sup> 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 2<sup>nd</sup> time being late to a shift or leaving early without the approval of the supervisor, your 2<sup>nd</sup> time having a visitor at the desk without approval, your 1<sup>st</sup> time missing a shift, repeating behaviors that resulted in a Warning, etc.

### *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<sup>rd</sup> time being late to a shift or leaving early without the approval of the supervisor, your 3<sup>rd</sup> time having a visitor at the desk without approval, your 2<sup>nd</sup> missed shift, repeating behaviors that resulted in a 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: your 4<sup>th</sup> time being late to a shift or leaving early without the approval of the supervisor, your 3<sup>rd</sup> 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

1253 TAMU  
College Station, TX 77843-1253

Tel. 979.862.3158 Fax 979.862.2434  
Email: [housing@tamu.edu](mailto:housing@tamu.edu) | Website: [reslife.tamu.edu/](http://reslife.tamu.edu/)