Hullabaloo U First Year Experience Peer Mentor
Residential and FACTION Clusters

Learning Outcomes
- Relationship Development
  - Connect to on-campus peers during in class and interpersonal interactions
- Student Development
  - Foster academic and personal development in resident interactions
- Resource Referral/Knowledge
  - Provide appropriate on-campus resources to students, staff, and other stakeholders

Minimum Qualifications
- Be a student who has completed at least 24 credit hours by the end of the Spring semester
- Be in good academic standing, with a minimum 2.5 cumulative GPA, and good disciplinary standing
- Be eligible to work in the United States in year-round employment
- Planning to live on-campus for the coming academic year

Desired characteristics of Hullabaloo U Instructors
- Capable of relating to and developing classroom rapport with a diverse group of students
- Genuine interest in mentoring new students
- Ability to demonstrate vulnerability as it relates to sharing helpful insight to the first-year experience
- Awareness of involvement opportunities, campus resources, and student-support services

Peer Mentor Requirements and Commitments
- Demonstrates the Aggie Core Values (Respect, Excellence, Leadership, Loyalty, Integrity, and Selfless-Service) and upholds the Aggie Honor Code
- Develops rapport and a safe relationship with new students
• Assists individual students as needed, including following up with students who miss class and making referrals to appropriate resources for issues that are beyond your scope of expertise
• Meets 1-1 with each student in your section at least once per semester
• Meets weekly with your Instructor to coordinate and plan course components
• Collaborates with your Instructor to create a learning contract related to your experience that provides you with developmental opportunities within the classroom and fulfills your goals as a peer mentor.
• Assists in student recruitment and tabling efforts for Hullabaloo U and the Office for Student Success
• Commits to serving as a Peer Mentor for a year-long (fall & spring), 0-credit hour transition to college course. Sections are composed of no more than 25 students and meet weekly for 50 minutes. Section times will be assigned based on your availability once you have registered for the fall semester.
• Attends required training workshops. Peer Mentor training will consist of one day of training in the spring AND one day in August. For both Spring and August, multiple date options will be offered and you must only choose to attend ONE of each. Commits to working 3-4 hours per week in the Fall and Spring semesters
• Successfully completes all required hiring processes, student-employment paperwork, and on-boarding training as outlined in your selection notification email.

Compensation
• $500 stipend per semester

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 2nd time having a visitor at the desk without approval, your 1st 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 3rd time being late to a shift or leaving early without the approval of the supervisor, your 3rd time having a visitor at the desk without approval, your 2nd 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 4th time being late to a shift or leaving early without the approval of the supervisor, 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