

ACADEMIC MENTOR JOB DESCRIPTION

JOB DESCRIPTION: The Academic Mentor serves as a Student Staff member focusing on Academic Initiatives in the Department of Housing and Residential Life throughout the academic year. An Academic Mentor strives to represent the department with the utmost enthusiasm and professionalism while supporting the academic focus of our students and staff members. Academic Mentors are selected on the basis of displaying professionalism, interest in and sensitivity to people, quick problem solving skills, their success in the academic setting, and their ability to handle autonomy. Candidates must have lived on-campus for at least two semesters (including the current semester), and should possess excellent public speaking and interpersonal skills. The Academic Mentor position is a 9-month position.

The main responsibility of the Academic Mentor is to provide academic support and resources for the department. The Academic Mentor should be available for the Cowboys Life Program, weekly staff meetings, and special events held by the Department. The Academic Mentor shall also help to serve as a role-model for those living in Housing and Residential Life and facilitate a positive living and academic environment by doing the following:

- Building relationships within Housing and Residential Life
- Remaining up-to-date on current Housing and Residential Life policies and information
- Role modeling a positive and professional attitude and behaviors
- Serving as a group facilitator for the Cowboy LIFE program
- Facilitating tutoring and study groups in the Academic Development Center
- Coordinating semesterly academic programming series
- Serving as a campus and community resource
- Weekly Team Meetings and individual One on One Meetings
- Six office hours weekly in the Academic Development Center
- Representing Academic Initiatives at various campus events
- Individual Mentor Sessions with students for academic support
- Biweekly academic programming in the halls (8 for each semester)
- Reporting maintenance and facility concerns
- Attend Hall Governments to provide Academic Initiatives Support and Ideas
- Create and Maintain Passive Academic Programming board for each hall

Once hired, Academic Mentor must be full-time students with a semester and cumulative GPA of 3.0 or higher. Academic Mentors are also required to live in the community for which he/she is assigned.

Remuneration: Full room in the assigned community living environment, and meal plan based on living assignment of either \$1150.00 or \$1,550.00 per semester.

*** Room and board plan can affect the amount of federal financial aid provided. If you are a recipient of aid, please work with the Financial Aid office to see how this may affect your aid. ***