

## **Residential Peer Mentor Position**

The primary role of the Residential Peer Mentor (RPM) is to be a champion for Student Academic Success. The Residential Peer Mentor is a student whose responsibility focuses on helping first year students in their academic transition to Indiana State University. She/he works directly with campus resources to support, facilitate, and promote academic excellence and achievement. Residential Peer Mentors are selected based on their knowledge of the university, demonstrated academic success and their ability to role model academic achievement. Additionally, RPMs must have the capacity to show concern and sensitivity toward others.

### **Responsibilities of the Position**

The Residential Peer Mentor will be responsible for creating an environment which:

- Is conducive to learning both in and out of the classroom
- Focuses on total personal development through academic success initiatives
- Actively engages students in the academic community through use of faculty and staff involvement both in and out of the classroom
- Encourages the development of professionalism skills

### **Creating an Environment Conducive to learning**

1. Support and abide by the policies of the University.
2. Work collaboratively with Residential Life staff members to foster and maintain an environment in the residence halls that is educational and accepting of differences.
3. Maintain posted floor "Outreach" hours, which are times when the RPM is on the floor actively reaching out to students about academic issues, classes, and following up on attendance and coursework issues.
4. Schedule weekly meetings with assigned mentees, these meetings should be held for a minimum of 30 minutes every week with meeting notes recorded in detail (PS/CA RPMs Only).
5. Create a positive and collaborative relationship with the Resident Assistant on your floor.
6. Notify the Resident Assistant on Duty of all emergency situations and report any witnessed policy violations to RA.
7. Ask questions when materials are not understood.

### **Creating an Environment that Focuses on Total Student Development through Academic Success Initiatives**

1. Become familiar with university resources and refer students appropriately.
2. Build individual relationships with residents by serving as an academic role model to first year students.
3. Promote campus and community engagement by promoting, co-sponsoring, and attending hall programs, student life programs, and other academically focused events such as theatre performances, speaker series, etc...
4. Promote successful academic habits by serving as a study tables monitor for in-hall study tables in a designated locations for some populations.
5. Attend and participate in fall and winter training.

6. Attend and participate in all weekly staff meetings and monthly all-staff development.

### **Creating an Environment that Engages Students in their Coursework**

1. Plan programs that meet the academic needs of residents in community through use of Mapworks Survey results and discussions with supervisor.
2. Serve as a Learning Community Peer Assistant in a first-year course designed for your floor. Your responsibilities in the classroom include but are not limited to taking daily attendance and recording absences in Mapworks.
3. Role model positive academic behaviors in the classroom by paying attention, staying off mobile devices and laptops, being on time to class etc.
4. Facilitate class discussion and small group discussions as directed by instructor.
5. Provide reminders and follow-up on homework and assignments for the class.
6. Assist all students in developing a homework management system geared toward making a semester calendar of assignments, deconstructing large assignments into smaller tasks, and utilizing a planner effectively to manage their time and academics.

### **Creating an Environment that Encourages the Development of Professionalism Skills**

1. Be a positive role model for students and other staff both on and off campus at all times. This includes maintaining a high level of academic success through positive study habits, planning and attending campus events, and creating positive interactions with staff and students.
2. Maintain professional levels of confidentiality when handling information about students or staff.
3. Maintain a minimum term and cumulative GPA of 2.5.
4. Maintain full-time enrollment (a minimum of 12 credit hours per semester). Any reduction to part-time enrollment must be approved by the Director of First-Year Student Outreach and Success and the Office of Financial Aid.
5. Maintain a good conduct standing with the University.
6. Carry out all administrative functions as needed in a responsible and timely manner including attending weekly staff meetings, participating in regularly scheduled meetings with supervisors, and recording attendance/notes in Mapworks on a daily basis.
7. Check Sycamores E-mail daily.
8. Perform other duties as needed or assigned.

### **RENUMERATION**

Remuneration includes a discounted single room and a \$1,500 semester stipend. Special program (Project Success/Conditional Admit Program) RPMs will also receive hourly compensation for additional required work and may be required to return to campus a week early for training and bridging programs.