

Residential Tutor

Position Agreement 2024-2025



The Residential Tutor (RT) is an integral member of the Department of Residence Life at South Dakota Mines. The RT serves as an important academic resource within an assigned residential community. The RT serves residents by employing peer tutoring, providing mentorship, and by facilitating academic growth. The RT helps develop a positive residential community, promotes belonging, encourages educational growth, and models responsible decision-making.

Types of Residential Tutor Positions

Four types of RTs are employed by the Department of Residence Life and are directly supervised by a director, professional staff, or graduate student of the department for the 2024-2025 academic year. All RTs serve as community peer mentors in an assigned community and are members of a staff.

- **Community Living RTs:** Community Living RTs typically work with first- and second-year residents with shared common areas, amenities, and single and double occupancy style rooms. Community Living RTs typically have multiple tutoring locations and facilitate educational interventions in multiple communities.
- **Interest Community RTs:** Interest Community RTs are expected to collaborate with on-campus liaisons or partners and foster a positive residential community through the defined interest identity of the community. Interest Community RTs typically work with first-year residents in double, triple, and quad occupancy rooms and suite style rooms. Interest Community RTs typically have one tutoring location and facilitate specific educational interventions to the community in conjunction with a community liaison.
- **Suite Style Community RTs:** Suite Style Community RTs typically work with second-year and transfer student populations in suite style rooms. Suite Style Community RTs typically have one tutoring location and facilitate scaffolded educational interventions to the community.
- **Mixed Community RTs:** Mixed Community RTs typically work with both first- and second-year student populations in a mixture of community living and suite-style community expectations. Mixed Community RTs typically have multiple tutoring locations and facilitate different educational interventions in multiple communities.

Duties and Responsibilities of Employment

Peer Tutoring & Mentorship

- Provide ten office hours for drop-in questions and support per week.
 - The focus of these office hours should be on calculus, chemistry, and trigonometry, plus others, if possible.
- Create marketing and advertisement to encourage academic growth, promote events and tutoring hours, and develop rapport with the residential population.
- Create educational interventions at least twice per semester consistent with the Residential Education Curriculum.
- Develop a peer network with others in the residential community and other on-campus partners.

Academic Resource

- Educate residential community about the Technical Learning Center and Student Success Center services.
- Post Student Success Center and Technical Learning Center schedule information throughout residential community.

Residence Life Team Member

- Attend Residence Life staff meetings and in-services (scheduled for Tuesday evenings, 8:00PM MT)
- Be a live-in resource available to support resident needs on as-needed basis.
- Assist with administrative and support needs of the Residence Life Central Office.
- **Attend RT Training beginning 17 August 2024 through 22 August 2024.**
- Participate in yearly Residence Life functions such as the staff selection and housing selection processes.
- Performs all other reasonable requests by supervisor, Provost, Dean, or other Student Development and Residence Life professionals.

Integrity and Trust

- Behaviors of student leaders establish the expectations and experience of a residential community. The RT functions as an educator. The trust in and integrity of a student leader is paramount to the development of a positive residential community and healthy work environment.
- Demonstrate a tenacious capacity for academic commitment.
- Know and follow all university and departmental policies.
- Practice ethical behavior and be capable to educate others on ethical decision-making.
- Understand how bystander and peer pressure affects the position and intervene when social pressures are leveraged for advantage.
- Understand and receive constructive feedback as means of developing trust and professional growth.
- Be transparent and respectful of others and actively support appropriate resolution.
- Abide by and enforce the Alcohol and Substances Policies.
 - As a role model, be aware of personal attitudes of alcohol and substance use as demonstrated by actions and behavior.
 - Do not encourage, through job function or personal action, alcohol or substance related events involving residents.

Requirements of Employment

The requirements listed are a minimum at the time of initial employment and may at the discretion of the Director of Residence Life & Community Standards be waived to allow a Residential Tutor to continue employment from one semester to another. Conversely, at the discretion of the Director of Residence Life & Community Standards a Residential Tutor may be terminated when minimum requirements are no longer being met.

SOUTH DAKOTA MINES is an EEO/AA employer and provider.

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- Must be enrolled as full-time undergraduate or graduate student of South Dakota Mines.
- An RT must maintain a cumulative and major academic grade point average of at least 3.00 during the employment period and must have a cumulative and major academic grade point average of at least 3.00 at time of application.
- An RT must abide by and commit to support all South Dakota Board of Regents, South Dakota Mines, department, and residence hall policies and all local, state, and federal laws.
- An RT must follow the student employment policies set forth by the Office of Human Resources regarding committing to other SDBOR employment.
- Ability to work minimum scheduled tutoring hours of ten (10) hours per week.
 - Tutoring hours must be consistent. Sunday – Thursday is expected. Tutoring hours should be conducted after 4:00PM MT and prior to quiet hours beginning.
- Ability to attend trainings and meetings as needed.
- Ability and desire to provide educational interventions to residential students.
- Strong communication skills, including the ability to simplify concepts to meet the students’ level of understanding.
- Strong critical thinking and problem-solving skills.
- Desire to work with and help students.

Terms of Appointment and Important Dates

RTs should be aware of the following training, academic year, and closing periods which are requirements of employment. The appointment is set for the entire academic year. A reapplication process will occur during the spring semester to return to the position for additional academic year employment. Compensation is prorated.

- Full Academic Year Appointment: The RT employment begins on July 22, 2024 and ends May 21, 2025.
- Fall Semester Appointment: The RT employment begins on July 22, 2024 and ends December 21, 2024.
- Spring Semester Appointment: The RT employment begins on December 22, 2024 and ends May 21, 2025.
- Vacancy Hire Appointments: The RT employment will begin no later than five days after appointment signing and will be continue as a Full, Fall, or Spring Semester Appointment.

Important Dates and Academic Periods

- **Spring and Summer Semesters** Spring Welcome Social: 21 March 2024.
- **Fall Semester** On-Campus Training/On-Boarding: 17 August – 22 August 2024.
- **Academic Year** In-Service Training/Socials/Meetings: Tuesdays, 8:00PM – 9:00PM.
- **Spring Semester** Winter Training & Spring Opening Periods: 10 January – 12 January 2025.
- RTs must stay on campus until 12:00PM on the last business day of the Fall 2024 and Spring 2025 semesters.
- RTs must be on campus by 12:00PM one day prior of the Spring 2025 semester residential openings.

Compensation

The RT compensation package for the academic year is calculated by adding compensation (payable in monthly installments) and room rent credit. The 2024-2025 compensation is as follows:

- **A private style room** in either a single style bedroom or suite bedroom at a **reduced cost of \$1,000 per semester**.
 - A private style room is provided for RTs to have a private and welcoming space for intentional conversations, meetings, and privacy as needed.
 - Due to the position being a required, live-on role. The housing application fee is waived.
 - The reduced rate will come in the form of a Residence Life room credit and will be posted to the student’s Banner account. The room credit will be the precise amount needed to reduce the cost of the assigned room on the Student’s bill to \$1,000 per semester.
- A stipend for the contract term based on years of experience in Residence Life or comparable experience (at the discretion of the Director of Residence Life and Community Standards). This stipend is payable in monthly installments.
 - **First Year RTs** will receive a stipend of **\$1500 per semester**.
 - **Returning RTs** will receive **\$1,650 per semester**.

RT Job Agreement

Position appointments are not automatically renewed for subsequent terms of service but will depend upon the evaluation of past performance and future potential as determined the Residence Life Office. Failure to fulfill duties, responsibilities, and expectations as outlined may be grounds for termination. Inappropriate role-modeling, given the context above, may be cause for probation or immediate termination of appointment by the Residence Life Office. Additionally, any Residential Tutor who leaves the position (forced or voluntary) will be subject to a hall reassignment. In such cases, relocation can be expected to occur within 24 hours. Employment is at will. Therefore, as employer, the University has the right to reassign as needed within the department and to terminate the RT without cause.

Residential Tutor Name

Residence Life Name

Residential Tutor Signature Date

Residence Life Signature Date