Residential Peer Mentor 2018-2019

Position Description

The Residential Peer Mentor (RPM) serves as an important academic resource to their assigned residential community by providing tutoring, mentoring, and academic activities. The RPM reports to the Assistant Director of Residence Life & Community Standards.

Duties & Responsibilities

- **Peer Tutor & Mentor**
  - Provide 10 “office hours” for drop-in questions and support per week. Hours must be consistent and after 4pm for the entirety of semester. The focus of these office hours should be on calculus, chemistry, and trigonometry, plus others, if possible.
  - Advertise hours throughout community – sending emails, hanging flyers, and providing other advertising to ensure residential community knows about program and office hours.

- **Workshop Facilitator**
  - Plan at least 2 academic-focused workshops per semester

- **Academic Resource**
  - Educate residential community about TLC services and academic resources
  - Post TLC schedule throughout residential community

- **Residence Life Team Member**
  - Attend Residence Life bi-weekly staff meetings (scheduled for Tuesday evenings, 8pm)
  - Live-In resource available to support resident needs on “as-needed” basis
  - Assist with move-in/move-out of residential students
  - **Attend RPM Training on afternoon of Aug. 15, 2018 (1pm-7pm)**

- Other duties, as assigned by Residence Life

Requirements

- Must be enrolled as full-time undergraduate or graduate student of SD Mines
- Minimum 3.00 overall and major GPA
- Ability to work minimum scheduled hours of 10 hours per week
  - Hours must be consistent, Sunday – Thursday, after 4pm unless previous arrangements made
- Ability to attend trainings and meetings, as needed
- Ability and desire to provide educational programming to residential students
- Strong communication skills, including the ability to simplify concepts to meet the students’ level of understanding.
- Strong problem solving skills
- Desire to work with and help students

Benefits

The RPM compensation package for the academic year is calculated by adding compensation (payable in monthly installments) and room rent credit ($2,425). Room charge will be “residence hall single” rate. 2018-2019 compensation is as follows:

First Year RPM ......................................................................................................................... $2500 + $2425 = $4925

Experienced RPM ..................................................................................................................... $2800 + $2425 = $5225
Role Modeling
As a residence hall staff, we function as educators. One of the most effective ways of educating others is through role modeling appropriate behaviors. Examples of behaviors expected of a RPM include: setting a positive example; conducting yourself in an honest and professional manner at all times; showing respect for persons of all backgrounds, ethnicity, races, lifestyles, interests, and abilities; confronting colleagues who display inappropriate actions or do not show respect for others; and actively supporting, interpreting, enforcing, and abiding by all University policies and procedures as described in the Student Handbook and any other official publications made available to you or to the student body in general.

Be aware of yourself as a role model should you decide to, and are legally allowed to, consume alcohol. Do not provide alcohol to any staff or student under the age of 21. As a role model, you should be aware of personal attitudes regarding alcohol use as demonstrated by your own speech and behavior. Do not encourage, through job function or personal action, alcohol related events involving residents; suggest alternatives to alcohol related events; look out for the well-being of others in drinking situations; share information regarding students’ use of alcohol and other health related situations with your Area Coordinator.

RPM 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 by the Residence Life Office and Tech Learning Center. 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 or Tech Learning Center. Additionally, any Residential Peer Mentor who leaves the position (forced or voluntary) will be subject to loss of hall assignment. In such cases, relocation is 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 RPM without cause. A successful background check is required for this position.

SDSM&T is an EEO/AA employer and provider.