

PEER MENTOR – ACADEMIC**(4 POSITIONS: ACCOUNTING, BUSINESS, CONCURRENT EDUCATION, SPORT MANAGEMENT)****JOB DESCRIPTION**

Reporting to the Residence Life Coordinator in collaboration with members of the Residence Life Staff, the Peer Mentor – Academic is expected to promote a residence environment and sense of community that contributes to individual growth and successful group living. The Peer Mentor - Academic will provide support to the assigned community made up of students enrolled in the assigned Living Learning Community (LLC)*. The Peer Mentor - Academic is responsible for developing strong relationships with their assigned community of students and creating an environment where students can both live and learn. The goal of such communities is to provide participants with additional support, resources and opportunities for development by engaging in related activities both on and off campus with faculty, staff and community partners.

ROLE:

1. To role model positive behaviour and demonstrate respect for self, others and the community.
2. To create a community atmosphere within the assigned LLC.
3. To develop and facilitate programs that meet the needs of the assigned LLC.
4. To maintain open communication with students and all parties associated with the assigned LLC.
5. To effectively and efficiently manage administrative duties.
6. Other duties as assigned by the Residence Life Coordinator.

RESPONSIBILITIES:

- 1) To role model positive behaviour and demonstrate respect for self, others and the community.**
 - a) Be conscious of setting a good example for the students in the assigned LLC and all residence students both inside and outside the residence facilities, ensuring that you are acting in a mature, positive and responsible manner at all times.
 - b) Know and observe residence and university rules and regulations and encourage residents to do the same.
 - c) Demonstrate academic efforts as a priority.
 - d) Refrain from behaviours that would undermine your unique leadership position.
 - e) Respect the dignity and diversity of each resident and encourage the same from others.
- 2) To create a community atmosphere within the LLC.**
 - a) Meet all students in the LLC as soon as possible and know them by name.
 - b) Assist with Residence Move-in Day where needed and be present in the LLC to greet students.
 - c) Establish, develop and maintain an open relationship with each member of the assigned LLC, regularly interacting with each member without showing favouritism or the perception of favouritism.
 - d) Attend the first meeting for the House on Move-In Day (Sunday, September 1st, 2019 as well as the Community Expectations meeting (TBD)
 - e) Attend one additional House/Hall/Court/Block meeting each semester as scheduled by the Don of the community and encourage students in the LLC to regularly attend these meetings and participate in community events outside those you are responsible for facilitating.
 - f) Be available, mentor, encourage and support students academically in the LLC on a regular basis (including but not limited to the hosting of regular, posted office hours)
 - g) Facilitate monthly meetings with the LLC.
- 3) To develop and facilitate programs that meet the needs of the assigned LLC.**
 - a) Determine needs of the assigned LLC and implement/adjust programming to meet the changing needs.
 - b) Play an active role in Orientation Week assisting students with finding their classes, picking up books, and take them to their faculty events.
 - c) Achieve the required number of programs and office hours (one office hour per week).
 - d) Connect programming to the appropriate domain of the Campus Wide Co-curriculum.
 - e) Organize and facilitate a minimum of one active programs per month. (programs are required to relate to the theme of the LLC, and connect students with faculty/staff)
 - f) Help plan and facilitate two events per semester for all LLC students combined.
 - g) Organize and facilitate a weekly study session (covering a minimum of two different classes taken by the majority of students in the LLC, as needed within the community).

- h) Create a communications area on the floor that is kept up to date regularly (and updated bi-weekly) with academic information, upcoming events specifically for the LLC, related events on campus and any relevant information of interest.
 - i) Have a firm understanding of Risk Management and have all approval forms completed 14 days prior to any event.
- 4) To maintain open communication with students and all parties associated with the assigned LLC.**
- a) Keep the Residence Life Coordinator informed in a timely manner of programs and happenings within the community.
 - b) Attend all weekly/bi-weekly meetings with the Residence Life Coordinator on a regular and punctual basis.
 - c) Operate as a team member within the Department of Residences by developing a positive working relationship with the Don of the assigned community, as well as all other Residence Life Staff.
 - d) Alert the Don regarding any mutual concerns involving students in the community or violations of the Residence Community Guiding Principles and assist with solutions as necessary.
 - e) Communicate formally with the students each week (including but not limited to: meetings, newsletters, e-mail updates, social hours, office hours, blog, Facebook group, etc.)
 - f) Maintain confidentiality about job-related issues and information.
 - g) Attend mandatory training sessions (First training day for Peer Mentors in late August/early September, exact date TBA).
- 5) To effectively and efficiently manage administrative duties.**
- a) Submit all paperwork (e.g., log sheets, programming evaluations, etc.) in accordance with assigned timelines.
 - b) Check and respond to email, voicemail, and messages daily.
 - c) Accurately document all programming expenses, remain within your programming budget, and submit all receipts within the allotted time frame.
 - d) Assist with promotional opportunities for the LLC as needed, which may include university/residence open houses or other times/events as assigned.
 - e) Assume full responsibility for keeping assigned keys/swipe cards safe and use them responsibly.

CONDITIONS OF APPOINTMENT

The Peer Mentor - Academic must:

- be legally eligible for employment.
- have attained a satisfactory academic average (minimum 70% in four full credits) in the Fall/Winter session immediately preceding the term of appointment.
- be enrolled as a full-time student (at least 3 full credits) in the associated academic program while holding this position.
- applicants with experience living in a Post Secondary residence setting will be given preference during the selection process.

REMUNERATION: Peer Mentors will receive a \$500 honorarium each semester (may be decreased based on performance levels).

Please note: The Peer Mentor may choose to live in the LLC to which they're assigned by the Department of Residences but this is not required. If a Peer Mentor chooses to live on campus, they must personally cover the cost of their residence room (in addition to any associated costs).

TERM OF APPOINTMENT:

The term of appointment is for the period beginning with training in August/September through to the first week of April. This position requires non-traditional hours (evenings and weekends) and typically between 3-5 hours per week in order to fulfill the requirements of this position.

Please note: In the event that a Living Learning Community does not have enough students apply for it to warrant its launch for Fall 2019, it may be decided that the Living Learning Community not be offered. In this circumstance, we would not require a Peer Mentor for the community and would communicate that to the successful applicant as soon as possible during the summer months.

CONTACT FOR INQUIRIES: Lesley Maloney, Residence Life Coordinator, by e-mail at lmaloney@brocku.ca.
DEADLINE TO APPLY: 11:59pm (midnight) on Monday, March 18, 2019