

Academic Mentor Position Description

Academic mentors are upper-class, undergraduate students who serve as role models in Twin Towers East and Buskirk residence halls. Mentors are responsible for coordinating academic programming initiatives, assisting students in transitioning to the collegiate academic experience, and helping students in need become connected with campus academic support services. This is a one-year position. Mentors may apply to continue their role the following year.

As a part of the residence life staff, academic mentors are expected to be familiar with and abide by all policies within the residential areas, support the resident advisor and professional staff, and participate in building-wide community initiatives in order to develop relationships with both students and staff. Mentors are required to have a 3.0 cumulative GPA, and once in the position, cannot fall below a 3.0 semester GPA. Mentors who fail to meet the GPA requirement will be placed on probation or may not be able to continue in the position.

Academic mentors work approximately 10-12 hours per week (with some weeks requiring more involvement and participation than others), and receive a room waiver for themselves. Mentors are housed in Twin Towers East and Buskirk residence hall, in a double room.

Specific responsibilities include, but are not limited to:

1. Attend and participate in August and January staff training.
2. Attend weekly building staff meetings as needed.
3. Attend biweekly Academic Mentor staff meetings.
4. Meet individually with the Assistant Director of Academic Initiatives on a biweekly basis.
5. Coordinate monthly academic support programs, geared toward first year students.
6. Be familiar with the functions of and opportunities available through campus academic support services.
7. Serve as a role model for first year students.
8. Assist in the recruitment and selection of academic mentors for the following year.
9. Participate in an annual evaluation process.
10. Counsel students around academic issues, and provide the necessary referrals to campus academic support services.
11. In the spring, meet bi-weekly with a caseload of 5 students on academic probation.
12. Publish an academic support newsletter for the first year students in conjunction with the Assistant Director of Academic Initiatives.
13. Maintain three (3) office hours per week.
14. Coordinate and facilitate study groups each week.
15. Assist with the continual assessment of the Department of Housing and Residence Life's academic initiatives.
16. Comply with residence life and campus policies, and report any violations to the appropriate residence life staff.

Time Obligations

As an academic mentor, you must set reasonable limits on your participation in extracurricular activities and additional employment. Full time study (12 to 18 credits) is required. Additional employment is permitted only with the written, advanced consent from the Assistant Director of Academic Initiatives.

Academic mentors must be available for training in August and January, weekly staff meetings, and a minimum of three office hours per week.

Evaluation

Each Academic Mentor will be evaluated at the end of both the fall and spring terms. Individual meetings will be scheduled to discuss performance, strengths and areas for improvement. Academic Mentor positions are offered on an annual basis, however, an unsatisfactory evaluation may result in a dismissal.

Remuneration

The remuneration for each Academic Mentor will be free housing.

Academic Mentors who accept the position understand that housing is considered part of an Academic Mentor's remuneration. Academic Mentors will be asked to sign and comply with the policies and procedures outlined in the Residence Hall Guide. If an Academic Mentor leaves the position mid-year, and spaces are available on campus, residence life will make every effort to find appropriate on-campus housing for that individual. The Department of Housing and Residence Life will not house an Academic Mentor in their former area of responsibility. If an Academic Mentor would like to be released from his or her housing contract, he or she must complete the appropriate paperwork.

Additional Information

Housing Deposits

If you are considering applying for the Academic Mentor position, and want to ensure that you have the option to be included in the housing process for next year should you not get the position, you must go ahead and apply for housing and pay the housing deposit by the advertised dates. Please refer to www.marshall.edu/housing for more information.

Academic Standards

The Department of Housing and Residence Life supports the academic mission of the university through a variety of initiatives, policies, and programs. It is critical that student staff within the department serve as positive role models for other students.

Academic Mentors are required to be engaged in full-time study at the college, and enroll in twelve (12) to eighteen (18) hours of academic credits during each semester. In order to apply and be hired for the position, candidates must have a 3.0 cumulative GPA, must maintain a 3.0 cumulative and semester GPA each semester, and remain in good academic standing at all times.

A semester or cumulative GPA less than 3.0 will result in probation or possible termination.