

ACADEMIC MENTOR POSITION DESCRIPTION

Position Title:

Academic Mentor

Position Goal:

To provide upper year students with a formal opportunity to offer academic support and mentorship to first year students in a designated residence setting.

Position Description:

A) General Expectations & Duties

- Must live in assigned residence & ensure residence room deposit is paid by regular deadline
- Must be available for duty from September until the exam period in December, and from January until the exam period in April.
- Must attend training sessions scheduled prior to serving in the role as well as any others scheduled throughout the academic year
- Build and maintain positive and meaningful relationships with students in respective residences
- Must maintain a GPA of 3.0
- Provide posted Office Hours to residence students for a minimum of 5 hours per week
- Work regularly in a collaborative manner with other Residence Life staff (e.g., Dons, RA's) to determine and address the needs of students
- Work independently and under the guidance of university staff (e.g., Student Development Counsellor) to develop and implement various residential activities and programs that foster an academic atmosphere in residence
- Provide assistance as needed to Student Development Counsellor in the development and implementation of Student Success Course
- Cultivate a sense of academic and personal responsibility to students through the demonstration of ethical behaviors

B) Specific Duties

- Organize and/or lead help/tutoring sessions when identified as necessary by students
- Help students one-on-one with study skills (e.g., time management, reading, note-taking)
- Create monthly bulletin boards to educate and create awareness about specific and general academic/university life skills and issues
- Design an appropriate meeting schedule for students
- Collaborate with Residence Life staff to achieve a consistent awareness of individual and general house issues
- Advise students on academic issues as training permits
- Refer students to appropriate resources for academic and personal support
- Document student issues raised/addressed in a weekly log, and follow-up with individual students involved, and with residence life staff when appropriate

- Be an active participant in house activities and meetings

- **Qualifications**
- Experience working with and leading groups of people
- Experience living in a university residence setting
- Strong academic background and demonstrable academic skills
- Ability to respond to academic concerns in a responsible and diplomatic manner
- Demonstrated knowledge of the “chain of command” that exists for residence life issues, and ability to respond to situations accordingly (e.g., referring students to other resources/staff)
- Ability to work independently and as part of a team

Pay

Academic Mentors receive a stipend of \$1200 per year, which is paid in three installments (\$480 in September, \$480 in January, and \$240 in April). Performance in the position is evaluated on a regular basis throughout the year.