

Residential Peer Mentor Position Agreement 2026 – 2027



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 jointly reports to the Student Success Center and Residence Life Office. Daily supervision is by Associate Dean of Students/designee and Assistant Resident Director.

Duties & Responsibilities

- Peer Tutor & Mentor
 - Provide 9 “office hours” for drop-in questions and support per week. Hours must be consistent and after 4pm for the entirety of semester (Sun-Thurs) when housing is open. The focus of these office hours should be on, at minimum, the following classes:
 - Math 122-156
 - Biology 111/112
 - Chemistry 111 and 115, 112 and 116
 - 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 and SSC Team Member
 - Educate residential community about the Student Success Center services and academic resources
 - Post Student Success Center schedule throughout residential community
 - Promote SSC tutoring and assistance
 - Attend trainings by Student Success Center and meet with staff as required
- Residence Life Team Member
 - Live-In resource available to support resident needs on “as-needed” basis
 - Assist with move-in/move-out of residential students
 - **Attend and participate in RPM Training, residential move-in, and Orientation Aug. 12 – 17, 2026. Training is scheduled to begin Aug. 12 at 8am.**
 - Attend and participate in weekly staff meetings/trainings held Tuesday’s, 9-10pm during the academic year
- Other duties, as assigned by Residence Life and Student Success Center

Requirements

- Must be enrolled as full-time undergraduate at WVU Tech (12 credits per semester)
- Minimum 3.00 cumulative GPA
- Ability to work minimum scheduled hours of 9 hours per week
 - Hours must be consistent, Sunday – Thursday, after 4pm unless previous arrangements made (1 hour Sunday’s, 2 hours Monday – Thursday evenings)
- 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

Room Waiver for the assigned living space while employed as an RPM.

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 Resident Director/Assistant Resident Director. Being under the influence of alcohol and/or drugs is not allowed during office hours and when officially working.

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 Student Success 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 Student Success 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. Termination will revoke housing waiver and housing charges will be assessed.

RPM Name

RPM Signature Date

University Name

University Signature Date