

Residential Peer Mentor Position Agreement 2024 – 2025

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 and Assistant Resident Director.

Duties & Responsibilities

- Peer Tutor & Mentor
 - o 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
 - o Advertise hours throughout community – sending emails, hanging flyers, and providing other advertising to ensure residential community knows about program and office hours.
- Workshop Facilitator
 - o Plan at least 2 academic-focused workshops per semester
- Academic Resource and SSC Team Member
 - o Educate residential community about the Student Success Center services and academic resources
 - o Post Student Success Center schedule throughout residential community
 - o Promote SSC tutoring and assistance
 - o Attend trainings by Student Success Center and meet with staff as required
- Residence Life Team Member
 - o Live-In resource available to support resident needs on “as-needed” basis
 - o Assist with move-in/move-out of residential students
 - o **Attend and participate in RPM Training, residential move-in, and Orientation Aug. 14 - 20, 2023. Training is scheduled to begin Aug. 14 at 8am.**
 - o 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
 - o 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

