Academic Mentor Position Description
2017-2018

The Academic Mentor position at the University of Nevada, Reno was created because academic success is a crucial component of our residence halls. The Academic Mentor will serve students living in the residence halls by helping to bridge the residence hall living environments with what occurs in the classrooms of the University. Academic Mentors supplement the Resident Assistants living on the floor by providing more extensive academic resources and in depth individual and group academic attention. The position of an Academic Mentor is a job and should be prioritized as such. Academic Mentors will be currently placed in the Nevada Living Learning Community, Peavine Hall, Sierra Hall and Juniper Hall. However, Academic Mentors will be assigned to other buildings as needed.

Academic Mentors perform a variety of tasks within the broad categories listed below. These are by no means all of the responsibilities of an Academic Mentor. Other tasks may be assigned that are not included in this description:

**Diversity Statement (D1)**
Student Services strives to foster a climate that nurtures diversity and promotes a learning environment that stimulates debate and free inquiry within the bounds of courtesy, sensitivity, confidentiality, and respect both in and out of the classroom setting. Student Services staff communicate the knowledge that ALL students’ presence and contributions are of great value. Assessment of our own ability to identify and respond to issues and their effect on campus climate is particularly relevant for all staff who work in Student Services. We seek to learn as we lead and collaborate with all members of our University community. Student Services will ensure that all programs, services, and office environments are welcoming and able to assist any person regardless of his or her race, gender, age, sexual orientation, religion, ethnicity, national origin, or ability.

**Academic Development and Support (A1)**
Academic Mentors ensure the development of an academic community through a combination of both personal academic interaction with students and larger scale programming promoting academic success. Academic Mentors will:

- Provide at least 10 hours per week of tutoring sessions and dedicated office hours where they will provide academic assistance to their students (Some tutoring hours will be held in common areas of the residence halls and will be open to a variety of residence hall students)
- Intervene with floor students identified as struggling academically
- Maintain accurate academic information and up to date resources to share with students
- Implement regular programming (in cooperation with Living Learning Community Faculty and Resident Assistant staff) to support themed communities (such as):
  - Individual Living Learning Community programs that encourage student academic success and promote a connection for the students to their particular Living Learning Community (for those assigned to the Living Learning Community)
  - Wellness programming that encourages students to identify the importance of academic success in relation to the seven dimensions of personal wellness.
- Implement monthly large-scale academic/ faculty programs (i.e. Last Lecture Series)
- Create on-going academic newsletter for all residence hall students
Residential Duties (R1)

Academic Mentors work with their floor/building Resident Assistants to maintain a community atmosphere that is conducive to student social and academic success. Academic Mentors will:

- Assist floor/building staff with community meetings, bulletin boards, door tags, and creating floor/building themes
- Perform general administrative tasks, such as preparing reports, attending meetings, assisting with program assessment, and serving on department committees
- Role model complying with all University and Residential Life policies and report any perceived safety or maintenance concerns to the same standards as all other live-in paraprofessional staff
- May be asked to respond to or assist with crises such as fire alarms, power outages, safety issues, or other emergencies

Academic Mentors are expected to be available two weeks prior to the opening of the halls in the fall for training and preparation purposes and are also expected to be available up to one week before the start of the spring semester for the same purpose. Academic Mentors may be asked to remain in the halls for up to two days after the halls close at the end of each semester. Students are expected to maintain 30 credits of coursework per academic year or average 15 credits per semester. Enrollment in over 17 credits is permitted only with prior written approval of the Area Director. If you wish to take summer classes you may only do mini-term and first term as second and third term may interfere with Fall training. Wintermester classes are not permitted to be taken. Involvement in outside employment and/or structured activities requires written approval from the Area Director on an individual basis prior to beginning the outside employment. Outside employment may not exceed more than 10 hours per week for Academic Mentors (this includes picking up extra paid desk shifts) and any structured outside work/activity must not interfere with office hour and tutoring responsibilities, and must not result in unsatisfactory performance of academics or Academic Mentor responsibilities. If part of your 10 outside employment hours are a paid desk shift at a residence hall, you will be paid $8.25/hour as a first year staff member with a $.25 raise per additional year worked. For example, if you are a second year AM you will get paid $8.50/hour.

An individual in this position may be required to lift up to 50 lbs in routine, daily performance of duties.

In addition to the normal AM responsibilities, Academic Mentors may be required to participate in at least one other special assignment area. Possibilities include department committees, assisting with leadership council, other department work groups.

Qualifications and Compensation

Applicants for the position of Academic Mentor must be a full time student in good standing and eligible to live in the residence halls. A cumulative and semester GPA of 3.0 must be maintained throughout employment. Students are expected to maintain 30 credits of coursework per academic year or average 15 credits per semester. All Academic Mentors must have lived on campus for a minimum of one year. Experience with and/or participation in a Living Learning Community or strong connections to the academic major served by the Living Learning Communities assigned will be preferred (for those assigned to the Living Learning Community residence hall). Previous experience as a Resident or Community Assistant or similar experience will be preferred.

The University of Nevada, Reno will compensate Academic Mentors for the length of time served as an Academic Mentor by furnishing a room (Depending on building/room assignment, students employed may be assigned a roommate), utilities, and meal plan D (options for enrolling in A, B or C are available at an extra cost). Meals are not provided during holiday breaks. In addition, those who successfully complete at least two
semesters as an Academic Mentor will receive a partial tuition waiver ($14 a credit for up to 15 credits). This position routinely requires less than 20 hours a week for Academic Mentors.

Please understand that your Academic Mentor compensation may interfere with any financial aid you may receive. It is your responsibility to consult the Financial Aid office.

The Department of Residential Life, Housing and Food Services is committed to students graduating within four years. Therefore, we seek to employ students who have the ability to maintain at least 15 credits per semester and handle the demands of a student leadership position.