

## **TRIO/Student Support Services Job Description 2009 Summer Bridge Residential Peer Mentor (RPM)**

TRIO/Student Support Services (TRIO/SSS) is a program dedicated to help students develop the skills and motivation necessary to successfully pursue and earn a Bachelor's degree. TRIO/SSS staff provides individual academic advising, financial aid counseling, and academic and career development workshops. There is no cost of participation for the student.

TRIO/SSS Summer Bridge is for 25 incoming first-year students who are TRIO-eligible. Summer Bridge meets mid-July to mid-August, and includes 2 free credit-bearing college courses with academic support seminars for program participants. Workshops and fun activities provide additional information and resources for a smooth transition to Augsburg College.

**Position Title:** Residential Peer Mentor (RPM)

**Reports To:** Director of TRIO/Student Support Services

**Primary Function:** Support the efforts of the TRIO/SSS program to provide a quality summer residential and academic experience for program participants that meet the goals established in the TRIO/SSS federal grant.

The role in the residence hall is to facilitate and introduce incoming SSS students to a healthy living experience. The RPM is not a 24-hour police officer, but a 24-hour role model--authoritative without being authoritarian.

### **Responsibilities:**

#### **1. Complete Residence Hall Coverage.**

- Responsible for nightly residence hall coverage from 4:00 pm to 1:00 am if on-call, or until 10:00 pm or longer if on-duty and staffing a program-related activity.
- Explain and enforce regulations of the Residence Hall and the College.
- Complete "Rounds": Walk through the SSS floors every hour, noting any disturbances or infringement of rules. Confront any inappropriate situations and call on other staff when necessary.
- Make referrals regarding problems to Aly Olson, TRIO/SSS Director or appropriate TRIO/SSS staff and call DPS when needed.
- Eat meals with SSS Summer Bridge students.

#### **2. Academic Assistance.**

- Coordinate study group activities with Supplemental Instruction leaders.
- Monitor on-task behavior, attendance, and participation.
- Spot-check classroom attendance.

#### **3. Activities**

- Interact with SSS Summer Bridge students: participate in activities, study sessions, etc.
- Plan and facilitate evening and weekend activities two to three times per week.
- Design, put up, and maintain door decorations, (welcome) signage, and bulletin boards.
- Coordinate check-in and attendance with Campus Kitchen.

#### **4. Serve as a resource for students.**

- Establish and maintain open communication with all students in the program.
- Be available to listen to student concerns, questions, and suggestions.
- With TRIO/SSS staff help, interpret and respond to student questions.

#### **5. Model appropriate behavior.**

- Have concern and respect for the rights of others.
- Facilitate and participate in residence hall activities.

- Personally abide by Augsburg College policies and regulations.
  - Be an academic role model, especially if you are taking summer courses: attend class on time, keep up with reading, get enough sleep, limit video game play, etc.
  - Be a social role model: make appropriate choices for self and others' well being.
- 6. Help maintain a healthy and safe living community.**
- Serve as liaison between students and staff.
  - Attend and participate in all daily staff meetings.
  - Share student concerns and job challenges. Maintain confidential information; share information with professional staff as appropriate.
  - Alert TRIO/SSS staff, Augsburg College Residence Life staff, or Department of Public Safety (DPS) staff of student concerns, policy violations, and other hall matters.
  - Enforce "Buddy System" in residence hall with students.
  - Conduct weekly small group meetings (usually Sunday nights).
- 7. Enforce classroom and campus rules.**
- Listed in the TRIO/SSS Summer Bridge Program Handbook.
- 8. Provide feedback and suggestions to make a better program.**

**Required Qualifications:**

- Minimum 2.5 cumulative GPA
- Ability to maintain confidential information.
- Sense of responsibility and sense of fun!
- Commitment to mission and objectives of TRIO/SSS.

**Desired Qualifications:**

- At least a Sophomore in good academic standing
- Completed REL 100 and COM 111 courses
- Previous Residence Life experience
- Current TRIO participant
- Involvement in Augsburg co-curricular activities.

**Dates of Employment/Work Schedule:**

July 5, 2009 - August 7, 2009, with one week of training dates in June 2009.  
Live-in position, mainly afternoon/evening hours of work

**Compensation**

Room (2BR Quad for two) and meal plan for duration of TRIO/SSS Summer Bridge, plus \$1000 stipend

**Application Deadline**

Friday, February 13, 2009

**How to apply**

Submit cover letter, résumé, two letters of recommendation (letters may not be from Augsburg TRIO/SSS advisors), and grades summary report to:

Aly Olson, TRIO/SSS Director, [jepsen@augsborg.edu](mailto:jepsen@augsborg.edu) CB 47 or Science Hall 152