

TRIO/Student Support Services Job Description

2010 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 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 two 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 TRIO/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. Residence Hall Coverage

- Responsible for nightly residence hall coverage: hours vary from 2pm to 1am daily, to be distributed between the four RPMs.
- Explain and enforce regulations of the Residence Hall and the College.
- Complete "Rounds": walk through the TRIO/SSS floors every hour, noting any disturbances or infringement of rules. Confront any inappropriate situations and call on other staff when necessary.
- Refer problems to TRIO/SSS Director or appropriate TRIO/SSS staff and call DPS when needed.
- Create and maintain door decorations, welcome signage, and bulletin boards on the residence hall floors.
- Eat meals with TRIO/SSS Summer Bridge students.

2. Academic Assistance

- Coordinate evening study group activities with Supplemental Instruction leaders.
- Monitor on-task behavior, attendance, and participation.
- Tutor SSS Summer Bridge students in REL 100 and COM 111 courses: review speeches, proofread papers, help locate research resources, etc.

3. Activities

- Participate in activities with TRIO/SSS Summer Bridge students: Amazing Race, outdoor adventuring, theater or sport event.
- Plan, facilitate evening and weekend activities: volleyball games, ice cream runs, movie nights.
- Coordinate check-in and attendance with Campus Kitchen shifts.

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 assistance, 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.
 - 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**
- Attend and participate in daily staff meetings and supervision.

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 (highlighted in program brochure and on website)

Desired Qualifications:

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

Dates of Employment/Work Schedule:

July 11 - August 12, 2010, with four days of training in June or July.

Live-in position, 40 hrs/wk, seven days/wk. Exact hours vary to meet coverage needs, ranging from 2pm to 1am.

Compensation:

\$7.25/hr, 40 hrs/wk, plus room (2BR Quad for two) and meal plan for duration of TRIO/SSS Summer Bridge.

Application Deadline:

Monday, February 15, 2010

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 CB 47 or Science Hall 152