

Bellarmino University

Department of Residence Life



ACADEMIC PEER ADVOCATE POSITION INFORMATION

The Academic Peer Advocate is a student whose responsibility focuses on helping first year students in their academic transition to Bellarmine University. S/he is a part-time staff member in the Department of Residence Life. The primary role of the Academic Peer Advocate is to support, facilitate, and promote academic excellence and achievement. Academic Peer Advocates are selected because of their knowledge about the university, their own academic success and ability to role model academic achievement, their concern and sensitivity to others, and their predicted ability to grow during their commitment as an Academic Peer Advocate.



ACADEMIC PEER ADVOCATE JOB EXPECTATIONS

These are minimum responsibilities for which Academic Peer Advocates are accountable. The Assistant Director of Residence Life may give additional specific expectations based on hall-specific needs (i.e. theme housing assignments).

1. Be a positive role model for students and other staff to observe, both on and off campus.
2. Support, abide by, and carry out the policies of the University.
3. Serve as a liaison to residents, staff and faculty in promoting the academic mission of the university for First Year residents.
4. Maintain a 2.75 cumulative grade point average and minimum 2.5 semester grade point average over the tenure of the position. Carry a minimum of 12 hours (any deviation needs to be approved by your supervisor, the Assistant Director of Residence Life).
5. A semester grade point average below 2.5 may result in removal from the Academic Peer Advocate position.
6. Maintain a standing of good conduct with the University.
7. Develop and implement programmatic initiatives that support the academic mission of the university for the First Year Experience Program.
8. Serve as an active mentor for first year students participating in the First Year Experience Program.
9. Exhibit a commitment to satisfying the job expectations through appropriate time management.
10. Attend weekly staff meetings and participate in regularly scheduled meetings with supervisor.
11. Assist in the planning and implementation of APA programs.
12. Be consistent in dealing with residents.

13. Maintain constant and open communication with fellow staff and supervisors, including giving and receiving feedback. Check your mailbox daily. Strive for good relations with all Residence Life and other university staff. Express criticism through proper channels.
14. Maintain 10 posted floor “office” hours per week.
15. Notify direct supervisor of any outside commitments. Any additions or changes must be submitted in writing prior to engaging in the commitment.
16. Develop and foster faculty/staff/student contact.
17. Submit resident interaction reports, as well as other reports requested by Residence Life staff.
18. Support and encourage the use of the resources available in the First Year Experience area.
19. Be an active participant in floor meetings that are conducted by Resident Assistants. In addition, hold periodic floor meetings independently or in conjunction with the Resident Assistant to address academic needs of the floor. Work closely with RA to monitor the overall health of the community.
20. Serve as a liaison for designated hall floors. In that capacity, assist with building community and meeting with students in a group and individual settings. Act as referral agent for all Residence Life staff.
21. Work collaboratively with other Residence Life staff members (Resident Assistants, Residence Hall Directors, etc.) to foster and maintain an educational and open environment in the residence halls.
22. Actively participate in all Academic Peer Advocate staff training and development opportunities to assist in the advancement of the First Year Experience Program. Attend and participate in Fall Semester and Spring Semester workshops, all staff meetings and in-services unless excused. If you need to be excused, please notify a Professional Staff Member at least 48 hours in advance (excluding emergencies) in writing.
23. Carry out administrative functions in a responsible and timely manner.
24. Reside in a First Year Experience area during the tenure of the position.
25. Assist Residence Life in extreme emergencies such as power outages or natural disasters.
26. Receive satisfactory job performance evaluations each semester.
27. Seek advance approval from supervisor if you will be staying away from campus overnight for more than 2 consecutive nights.
28. Other responsibilities as needed or assigned.

RENUMERATION

Remuneration includes single/double room in the First Year Experience area during the tenure of the position and a stipend of \$500 paid per semester upon successful completion of set expectations. Academic Peer Advocates are required to purchase a board plan through Sodexo

Food Service.