



2018-2019 Living Learning Communities PM Position Description

MISSION

The Office of University Housing and Residential Life (“UH&RL”) provides an inclusive residential learning environment with programs, services, and experiences that support the mission of Temple University.

SUMMARY OF POSITION

Temple University residence halls exist to support the academic achievement of our residents and to strengthen the academic mission of the University. UH&RL is committed to creating an environment that values and promotes an appreciation for diversity of lifestyles, cultures and people. Peer Mentors (PMs), like Resident Assistants, work to create a positive environment by fostering a sense of community, providing help and assistance, and working with students and staff to ensure the best possible conditions within the residence halls. PMs have the opportunity to work closely with staff and students over an extended period. They have the unique opportunity to positively influence student growth, both personally and academically. The PM must possess the following:

1. Leadership experience and potential
2. Awareness of campus resources and services
3. Personal qualities of maturity, self-reliance, motivation, initiative, self-esteem and integrity

PMs are representatives of UH&RL and respective academic departments and offices within the University. PMs are required to perform the duties and responsibilities outlined below with integrity and dignity. PMs should hold their service to students, and the standards of Temple University and UH&RL, in the highest regard possible.

QUALIFICATIONS AND REQUIREMENTS

The PM must be a full-time, matriculated, and confirmed Temple University student in good academic standing (thereby eligible to reside in University Housing) and be at least of sophomore standing at the time of employment. In addition, the PM must make appropriate academic progress while appointed by:

1. Completing and passing at least 12 credit hours per semester for undergraduate students, and at least 6 credit hours per semester for graduate students.
2. Maintain a minimum of 3.0 Cumulative GPA at the undergraduate level and graduate level.
3. Maintain a minimum of a 2.75 Semester GPA for any semester (undergraduates only).

In addition to maintaining academic expectations as outlined above, the PM may not be on current disciplinary probation or have outstanding bills or conduct fines.

ESSENTIAL FUNCTIONS

The PM role is important for creating environments where students feel supported and encouraged to grow both inside and outside the classroom and develop their personal relationships. The primary goal is the development of an environment conducive to the academic and personal growth of students living in the residential facilities. The following is a summary of the significant expectations for which staff members are responsible.

Student Development and Community Engagement

1. Engage with and learn about each community member to identify their needs and determine ways to involve them in the residence hall and university community.
2. Inform students of academic resources and connect them with appropriate offices and/or departments.
3. Become familiar with referral information for academic concerns and refer students as necessary.

4. Maintain frequent contact with community members regarding, but not limited to, upcoming events, advising schedule, departmental resources and community expectations.
5. Plan and implement at least one specific Living Learning Community based program each month in conjunction with the Resident Assistant of your community.
6. Communicate with your supervisors (Resident Director, Program Administrator, and/or Assistant Director for Academic Initiatives) regarding students experiencing academic and/or engagement difficulties.

Diversity & Inclusion

1. Serve as an approachable and active community member within the floor, residence hall, and university.
2. Assist in building an inclusive community that promotes and supports the exchange of diverse ideas and beliefs.
3. Develop relationships with Resident Assistants on your floor and in the building to discuss issues and concerns you see within the community.
4. Support and encourage participation in events planned by Residential Life, Academic Departments, Student Activities, Career Services, Counseling Services, Athletics, Campus Safety Services and other university departments or student organizations.

Administrative Tasks

1. Meet all deadlines and criteria for approval and paperwork processes.
2. Meet bi-weekly with supervisor(s) to keep abreast of programs, deadlines and overall information.
3. Attend weekly staff meetings and monthly in-service meetings as scheduled.
4. Post and maintain 10 engagement hours per week.

Marketing/Recruitment

1. Participate in fall and spring semester Admissions' Open House and Experience Temple Events to recruit perspective students.
2. Work with your specific department and/or office to develop communication tools to disseminate information to community participants.
3. Assist in the PM selection process.

Training and Development

1. Participate in all Fall Training & Move-In/Opening and Welcome Week: August 11 – August 26, 2018.
2. Move into residence halls for fall training on Saturday, August 11, 2017 between 10:00am-3:00pm.
3. Return for spring move-in, training: Wednesday, January 9, 2019 between 10:00am-3pm.
4. Participate in Spring 2019 Training: Wednesday, January 9 – Sunday, January 13, 2019. .
5. **Reserve Wednesday evenings from 8-10pm as designated building staff meeting time and development.** Additionally, Peer Mentors are required to attend monthly Living Learning Communities Program meetings on Wednesdays from 5:30-6:30pm **PMs may NOT register for any classes that occur during this time.**

COMPENSATION

1. Residence Hall Room Credit
2. Meal Plan
3. Limited Cable Service

All appointments and compensation amounts may be considered taxable income according to Federal, State, or Local Laws and therefore will be reported by UH&RL as part of one's gross annual income (room, board, and book stipend) to Student Financial Services (SFS). Appointments can have a significant impact on an individual's financial aid packet and applicants are highly encouraged to consult with SFS before accepting the PM position. Student Financial Services can be contacted through their web site <http://www.temple.edu/SFS/>, email at sfs@temple.edu, or by calling 215-204-2244.

APPLICATION AND SELECTION PROCESS

PM applications are available at: <http://temple.erezlife.com>.. Candidates must complete an application and meet all the minimum qualifications for the position. Candidates are then informed if they have been selected to participate in the individual interviews process (March 12-16, 2018) and Group Process Weekend (March 17, 2018).

CONCLUSION

The PM is a unique position within University Housing and Residential Life. It is imperative that the PMs work closely with residents and staff to create and maintain a positive and productive environment within the facility. Therefore, the PMs will carry out, accurately and efficiently, all duties as described in this position description. The position description is not an all-inclusive statement of the responsibilities. Special circumstances may require the assignment of additional responsibilities for a period of time.

Compliance Statement: In the performance of their functions as detailed in the position description employees have an obligation to avoid ethical, legal, financial and other conflicts of interest to ensure that their actions and outside activities do not conflict with their primary employment responsibilities at the institution. Employees are also expected to understand and be in compliance with applicable laws, University and employment policies and regulations, including NCAA regulations for areas and departments, which their essential functions cause them to interact.