The University of Southern Mississippi  
Department of Residence Life  
Student Academic Mentor  
2017-2018 Job Description

The position of Student Academic Mentor (SAM) within the Department of Housing and Residence Life is a live-on campus position. The SAM is responsible for approximately 20 mentees. The SAM works under the immediate direction of the Coordinator for Academic Initiatives and Assessment.

Duties and Responsibilities

1. ADMINISTRATION
   a. Submit weekly logs of communication between mentee and mentor. These reports must be turned in no later than two (2) business days following the meeting. **Failing to submit the weekly logs may result in immediate termination.
   b. Submit red flag reports for any mentee who you may have a concern about.
   c. Complete all payroll responsibilities accurately and on time.
   d. Assist in the recruitment and selection of academic mentors for the following year.
   e. Attend and participate in monthly staff training/meetings.
   f. Attend and participate in monthly one-on-one meetings with the Coordinator for Academic Initiatives and Assessment.

2. COMMUNICATION
   a. Maintain weekly communication with assigned and/or floor mentees.
   b. Assist students with academic issues and provide the necessary referrals to campus academic support services.
   c. Be familiar with the functions of and opportunities available through campus academic support services.
   d. Must maintain confidentiality with all conversations and sensitive information possibly provided through the position. The Coordinator will provide more detail into what is acceptable and not acceptable during training.

3. PROFESSIONALISM
   a. Serve as a role model for first-year students.
   b. Must maintain a professional dress attire while meeting with the mentees.

4. PROGRAMMING
   a. Successfully coordinate and facilitate at least one (1) monthly academic related program per semester on campus. Further information about specific programming efforts will be provided in training.
      i. Support of each other’s programming efforts is also expected if there are no personal academic conflicts.
   b. Successfully coordinate and facilitate at least one (1) social gathering per semester for all mentees in the program.
c. Attend opening floor meeting each semester on your assigned floor.

Qualifications

1. The Student Academic Mentor candidate must possess a 3.0 cumulative Southern Miss grade point average, as determined by the Registrar’s Office at the University of Southern Mississippi, before completing an application for the position. At least a 3.0 cumulative grade point average must be maintained throughout employment to be in good standing.
2. Must be an enrolled full-time student at The University of Southern Mississippi.
3. The Student Academic Mentor must be classified as at least a sophomore (must have completed at least 30 credit hours) at the time of appointment.
4. Must be able to work for the fall and spring semesters.
5. Must live on campus during the time of your employment.
6. Must be in good standing with the Department of Housing and Residence Life and the University.

Contracts

The Student Academic Mentor contract is for one (1) academic year (Fall and Spring), which begins prior to the residence halls opening each semester. SAMs will be paid for up to ten (10) hours a week through either work-study or a wage of $8/hour (returning staff members will have a wage of $9/hour). There will be various opportunities provided to obtain up to ten (10) hours of work a week.

Restrictions

The following restrictions apply:
1. A Student Academic Mentor cannot hold concurrent employment anywhere on campus.
2. The Student Academic Mentor cannot hold concurrent employment as a Resident Assistant or as a Student Academic Tutor.