



## Peer Academic Assistant Position Description

### BASIC FUNCTION AND RESPONSIBILITY

The Peer Academic Assistant (PAA) will serve as an integral part of the staff team working with the First Year Residential Experience (FYRE) Program. The position responsibilities are diverse and require a significant personal commitment toward facilitating an academic emphasis within the FYRE community. PAAs work with several community groups within the FYRE program: a residence hall community and the FYRE community as a whole. **Duties listed below reflect those possible for this position. Since communities have different needs, specific duties will be discussed with the supervisor.**

### DUTIES AND RESPONSIBILITIES

#### Academic Support

- Participate in the development and implementation of FYRE Orientation. This includes attending and participating in programs, delivering academic programs, and developing relationships with students.
- Provide tutorial services in identified academic area(s).
- Participate in a staffing rotation in the Academic Resource Center (ARC), utilized for tutoring and quiet study locations (minimum two hours per week).
- Become familiar with campus academic resources and keep students informed of their existence and functions.
- Provide academic assistance to meet student needs.
- Develop and maintain an academic bulletin board on assigned floor.
- Participate with assigned faculty in the delivery of a section of FYE. This includes attending the class each week, and attending office hours and other duties as expected by the faculty member (not all PAAs will be assigned this responsibility).
- Promote continued interaction between the students and their faculty advisor.
- Assist in tracking the academic success of the floor and hall students.
- Assist students in identifying their academic goals.
- Provide interpretation of academic policies and procedures.
- Assist first year students during preregistration throughout the year.
- Participate in meetings to identify and develop interventions for at-risk students.
- Foster an inclusive community where all are welcome and differences are celebrated.
- Be available evenings and weekends. Limited to 16 nights out per semester.

#### Staff Cooperation and Leadership

- Function as a cooperative team member in relationships with staff, promote consistency, help solve mutual problems, provide personal and paraprofessional support, and maintain prompt and open communication with members of the Housing & Residential Life staff.

- Develop necessary skills by attending staff meetings, training sessions (including fall training prior to the start of the academic year, and training throughout the year), and individual meetings with the supervisors.
- Support Hall Council representatives in fulfilling responsibilities.
- Assist the Resident Assistants with floor meetings, providing a focus on the academic environment, and needs of the resident students.
- Participate in activities as a student and role model on the floor and within the building community.
- Perform other tasks as assigned by the AD/RHD.

#### Self-Growth and Modeling

- Serve as an appropriate role model to students by demonstrating good study habits, concern for the welfare of others, responsibility to one's community, positive social interactions, regard for a healthy lifestyle, and an open mind to diverse lifestyles, attitudes, and behaviors.
- Serve as a role model on and off campus in observing federal, state, and local laws, as well as University and Housing & Residential Life policies and procedures.
- Practice personal and professional growth by defining goals, taking action to meet those goals, and evaluating progress.

#### **SUPERVISION RECEIVED:**

Functional and administrative supervision is received from the AD/RHD and the Assistant Residence Hall Director.

#### **MINIMUM QUALIFICATIONS:**

- Must be enrolled at Bemidji State University and always maintain full-time student status (12 undergraduate credits or 9 graduate credits) during employment and be sensitive to the demands of the job when determining class schedules.
- A minimum GPA of 2.50 (semester and cumulative) must be achieved upon hiring and maintained for all subsequent periods of employment.
- PAAs wanting to take more than 18 credits per semester should consult with their supervisor (AD/RHD) before registering.
- Must be in good standing with the University conduct system (no conduct probation) and have no major conduct code violations.
- Must exhibit personal academic excellence, interest in tutoring and instructing, interpersonal skills, responsibility, organizational skills, energy, motivation, initiative, knowledge of campus resources, advising, and registration, and problem-solving skills.
- Preference will be given to those with a strong, successful background in math, science, and English, although a well-rounded team will be developed.

#### **REMUNERATION:**

Remuneration for the Peer Academic Assistant will be housing in the assigned area, meals during fall training, \$1084 Beaver Bucks (\$542 Beaver Buck meal plan/semester) <sup>\*Subject to change for 2023-2024</sup>, and a \$1,300 academic year stipend.