



# 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**

### Community Development

- Initiate, develop, and maintain dynamic and ongoing relationships with each student on the floor, and with as many other students in the hall as possible.
- Create a pleasant and welcoming floor environment, including posting door and other welcoming decorations, maintaining informational bulletin boards, etc.
- Foster an inclusive community where all are welcome, and differences are celebrated.
- Assist students with their personal, academic, and social needs by serving as a peer helper, making referrals as appropriate.
- Become familiar with campus and community resources, keep students informed of their existence and functions, and make referrals when appropriate.
- Facilitate the floor in developing a positive learning community, including a study/sleep atmosphere that meets the needs of community members.
- Assist and mediate individuals and groups in achieving resolution to conflicts.
- Consistently enforce the University Code of Conduct and University policies and procedures -- seek an educational resolution to incidents and conflicts.
- Educate students about their rights and responsibilities as community members of the University and the greater Bemidji community.
- Identify the needs and interests of students in order to promote a well-balanced offering of programs designed to enhance student learning, growth, and development.
- Create a welcoming atmosphere by having room door open (as much as you are able) to make residents feel more comfortable coming to you.
- Be available to students on a regular basis, which includes evenings and weekends. Limited to 16 nights out per semester.

### Academic Support

- Promote an environment that supports academic success.

- 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.
- Promote continued interaction between the students and their faculty advisor.
- Assist students in identifying their academic goals.
- Assist in tracking the academic success of the floor and hall students.
- 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.

#### 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 Area Director.
- Promote floor, hall, and campus leadership opportunities among residents.
- Attend and actively participate in scheduled department-wide staff trainings.

#### 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.

## Administrative

- Provide administrative support for students by completing check-in/check-out procedures, facilitating floor meetings, aiding in the room transfer process, adhering to deadlines, responding to emergency situations, and serving as a liaison to Housing & Residential Life.
- Assist in the maintenance and improvement of physical facilities by promptly reporting damages or other concerns, promoting positive relationships with maintenance and custodial staffs, encouraging student responsibility, and making suggestions for facility improvements.
- Post and share all information in adherence to the Housing & Residential Life Solicitation Policy and as instructed by the Area Director or designee.
- Work a minimum of two hours per week at the hall front desk and/or Academic Resource Center.
- Perform other tasks as assigned by the Area Director.

## **SUPERVISION RECEIVED:**

Functional and administrative supervision is received from the Area Director 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 (Area Director) before registering.
- Can work no more than 10 hours per week at other jobs and must complete paperwork with AD.
- 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.
- Must have had some experience in a group living situation.

## **REMUNERATION:**

Remuneration for the Peer Academic Assistant will be housing in the assigned area, meals during fall training, \$1,240 Beaver Bucks (\$620 Beaver Buck meal plan/semester) and a \$1,300 academic year stipend.