

Peer Mentor Job Duties and Agreement

Rollins College – Residential Life & Explorations
2020



General: A Peer Mentor (PM) is a student who is a go-getter with a positive attitude who has demonstrated a commitment to ethical leadership, critical thinking, and the Rollins Community. Community and student development are based on our belief that peer educators should be Relationship Builders, Leaders, and Educators.

Our Mission: The Office of Residential Life & Explorations aims to empower students to shape their community and practice responsible leadership. We commit to creating a safe and inclusive environment that inspires learning and nurtures relationships. We guide students as they embark on their college experience, encourage them as they explore all that Rollins has to offer, and celebrate with them as they find their anchors on campus.

Rollins College Mission: Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Staff Requirements:

Good Academic Standing
Good Judicial Standing
Maintain a 3.0 cumulative GPA
College of Liberal Arts Full Time Student

Position Expectations:

- Serve as a representative of Rollins Residential Life & Explorations, Student Affairs, and the College.
- Demonstrate a commitment to the Mission, Values, and Inclusion Statement of Residential Life & Explorations.
- Understand that being a Peer Mentor is one of the most prestigious leadership positions at Rollins College and it will be treated with respect.
- Demonstrate a willingness to learn about and an appreciation for various identities, including the ability to show respect for other's cultures, rights, feelings, and property.
- Demonstrate a commitment to personal integrity, such as modeling good judgment, ethical behavior, and adherence to laws and policies.
- Demonstrate positive interpersonal communication skills.
- Understand that being a Peer Mentor requires time and dedication both in and out of the classroom; it will require additional work and time outside of the scheduled class times.
- Participate in regular 1-on-1 meetings with mentees, meetings with supervisor, ongoing departmental communication and training, RCC 300 classes, and a semester performance evaluation process.
- Positively engage and contribute during staff meetings, trainings, retreats, RCC 300, etc.
- Be available to act as a support system for the RCC.
- Keep senior staff informed of all crisis incidents as they happen.
- Respond promptly to student issues, conflicts, mediation needs, and crisis situations.
- Respond to emergencies immediately, follow appropriate protocol.
- Hold each other accountable as Peer Mentors.

Each PM is subject to possible progressive discipline up to and including termination in the event that they violate any policies, procedures and regulations of Residential Life & Explorations or Rollins College.

Responsibilities:

Academic Support: Each PM will demonstrate a commitment to academic support in the following ways:

- Model positive academic behaviors and keep academics as a priority; this includes being engaged in RCC 100, RCC 200, and RCC 300, as well as abiding by the Academic Honor Code.
- Attendance and full participation at ALL RCC 300 sessions and required presentations/events.
- Engage in academic success interventions and intentional 1-on-1 conversations with students consistent with departmental requirements and learning outcomes.
- Understand college support services/resources and refer students when necessary.
- Each PM will create a final project that will convey what the PM team has learned about leadership and themselves during the course of the semester.

Administration: The PM will demonstrate a commitment to administrative effectiveness in the following ways:

- Be flexible and willing to do other duties as assigned.
- Complete all administrative tasks fully and punctually. Tasks include but are not limited to submitting weekly reports, completing two 1-on-1s with mentees and with your Student Coordinator.
- Weekly Reports will be due by 12pm on Sundays.
- Respond to student issues. Over the course of the semester, a variety of student issues will arise. Peer Mentors are evaluated on the appropriateness and timeliness of reactions to these issues. PMs are designated Campus Safety Authorities and Title IX reporters and will be trained extensively in these areas.
- Read and respond to all communication. i.e. texts, calls, emails, etc.
- Communicate respectfully and effectively with mentees, Rollins' staff and faculty, and fellow Peer Mentors.
- Maintain sensitive student information at all times. Do not discuss mentee issues with peers or other Peer Mentors. Discuss mentee issues with your supervisor.

Community Development: The PM will demonstrate a commitment to community building in the following ways:

- Encourage responsible behavior by role modeling personal and social responsibility.
- Know mentee's names within the first week.
- Connect with mentee's Resident Assistant (RA). This is helpful in case issues arise and collaboration is needed. Supporting and attending RA programs is encouraged.
- Plan social activities and bonding opportunities for mentees on a regular basis throughout the semester to encourage interpersonal and inclusive group interactions.
- Collaborate with other Peer Mentors on programs, so that mentees can get to know other RCCs.
- Complete door decorations prior to Fall Orientation and new student arrival dates.
- Lead Welcome Week: Orientation, common book activities, etc.
- Implement a designated number of FindYourAnchor/RCC Events and assist RCC faculty with an LLC event. Some FYA/RCC events will be required and some will need to be planned by PMs.

Inclusion: The PM will demonstrate a commitment to inclusion in the following ways:

- Participate and engage in departmental trainings and continued learning on the subject of diversity and inclusion.
- Role model inclusion through engaging in dialogue with mentees, staff, and faculty. Engage in personal reflection.
- Address actions and words that limit our efforts towards creating an environment that supports and encourages the acceptance of diversity.
- Maintain an inclusive RCC community environment.
- Assess needs and concerns of mentees through regular contact and communication.

- Contact senior staff immediately to report any incidents of bias.

Policy Adherence: The PM will demonstrate a commitment to policy adherence in the following ways:

- Peer Mentors must abide by department and college policies, and local, state, and federal laws.

Alcohol:

Peer Mentors CANNOT throw/host parties for mentees or any first-year or transfer students. Peer Mentors cannot provide alcohol to any first-year student or anyone under 21. They cannot display public drunkenness and must be personally and socially responsible. Under no circumstance should an underage PM engage in alcohol use around or with mentees. Peer Mentors that are of age and choose to consume alcohol should role model responsible drinking behaviors in appropriate settings.

Drugs:

Peer Mentors are required to abide by all laws and policies regarding legally prescribed medications and illegal substances.

Prohibited/Amorous Relationships:

All Peer Mentors are expressly prohibited from engaging in amorous/intimate relationships, whether virtually or in person, with mentees under their supervision. Amorous/intimate relationships between the Peer Mentor and their Co-PM or with a Student Coordinator are also prohibited. Amorous/intimate relationships are defined as any type of formal or informal dating relationship, including hooking up, regardless of whether or not the parties engage in sexual contact of any kind.

Peer Mentors who violate this policy will be subject to the disciplinary procedures up to and including possible termination of their position as a Peer Mentor. It is our position that Peer Mentor/Mentee relationships are inherently unequal because Peer Mentors have authority and a power dynamic exists within any mentor/mentee relationship. Thus, in relationships that are inherently unequal, the existence of consent does not insulate a Peer Mentor from responsibility if a report of sexual harassment or dating abuse or violence is filed by a mentee. Even when a seemingly "consensual" amorous, romantic or intimate relationship between a Peer Mentor/Mentee does not constitute sexual harassment, such relationships may end unhappily or become conflicted and result in a negative first-year experience and a negative impact on the wellbeing of both parties.

Commitment:

The Peer Mentor position requires that you act as an academic and social role model at all times during your tenure as a PM. In taking this position, you agree to abide by this Peer Mentor contract, the RCC 300 syllabus, the Rollins College Code of Community Standards, your RCC faculty contract, all applicable laws and statutes, and any further guidelines set by the Office of Residential Life & Explorations over the course of the semester. In order to protect the integrity of the program and the campus community, the RLE team reserves the right to immediately place on probation, suspend, or remove any Peer Mentor deemed in violation of any of the agreements listed above.

Compensation: RCC 100 Peer Mentors receive 6 credits. RCC 200 Peer Mentors receive 6 credits for MW sections and 4 credits for F section.

Term of Appointment:

August 1, 2020-December 18, 2020

Required Dates:

Virtual Training

August- Dates TBD

Fall Staff Move-In

August 29, 2020

Fall Staff Training

August 30, 2020- September 7, 2020

New Student Move-In/Fall Orientation

September 8-13, 2020

Convocation

September 14, 2020

RCC 300 #1

September 27, 2020 4-7pm

RCC 300 #2

October 18, 2020 4-7pm

RCC 300 #3

November 1, 2020 4-7pm

RCC 300 #4

November 15, 2020 4-7pm

RLE PM Awards Banquet

December 6, 2020 6-8pm

*Required FYA event dates to be added in the syllabus

*These dates and times are subject to change. Other dates may be added at the department's discretion. *

If I fail to perform the responsibilities as outlined in my position description and/or attend all the above required dates, I understand that my actions may result in job action, including the possibility of termination of employment by Rollins College. I also understand that failure to uphold this contract may affect my RCC grade. By signing below, I am affirming that I have read and understand what is expected of me in my role as a Peer Mentor at Rollins College Residential Life & Explorations.

Signature

Date

Printed Name