

# 2024-2025 Peer Mentor Employment Agreement

## Housing & Residence Life | Saint Louis University

### General Description

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The Learning Communities Program at Saint Louis University seeks to create intentional, inclusive communities formed around common academic programs or social interests where students live and learn together. Engaging the Jesuit tradition of truth-seeking and reflection, Learning Communities invite students to integrate their learning in and out of class. These communities cultivate holistic student growth and enhance learning by fostering collaborative and enduring connections among students, faculty, and staff.

The Learning Community Peer Mentor works collaboratively with the Learning Community and Housing & Residence Life staff to provide students with an awareness of on-campus resources, connections with faculty and staff on campus, and opportunities to serve their local and global communities. In their role, LC Peer Mentors work one on one with students to foster a sense of commitment to academics, service, and their individual learning community and serve as a positive role model and peer educator for learning community students. As a result of the collaborative nature of the Learning Community program, LC Peer Mentors are expected to work in partnership with many offices and stakeholders on campus, including but not limited to: Housing and Residence Life, the Student Success Center, the Center for Service and Community Engagement, and the Student Involvement Center. The leadership position is overseen directly by the Learning Community Coordinator(s) and works closely with the Residence Hall Coordinator, RAs, and faculty associated with their assigned Learning Community.

This description provides an outline of major responsibilities but is not an all inclusive list. Through the course of the year there will be times where staff will be called to provide duties based on the needs of the community that may not be outlined in this description. Housing & Residence Life staff need to be flexible and realize other duties will be assigned as needed.

### Saint Louis University wishes to confirm and ratify the status of its relationship with the Peer Mentor with the following agreement:

1. Upon their acceptance, the Peer Mentor designated below agrees to act in accordance with provisions of this agreement as indicated by the student's signature below.
2. It is expressly understood that the relationship between the University and the Peer Mentor is an employment relationship.
3. It is understood that the maximum hours to be devoted to the Peer Mentor position will not exceed an average of 20 hours per month for the semester.
4. The Peer Mentor should have additional commitments approved by their direct supervisor.

### Responsibilities

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As an important leadership role within the Learning Community Program, the main objective of the Learning Community Peer Mentor (LC Peer Mentor) leadership position is to develop and maintain meaningful mentoring relationships with students in their individual learning community. Through this valuable learning and leadership opportunity, Learning Community Peer Mentors will connect and building meaningful mentoring relationships with faculty and staff on campus, gain a further appreciation for diversity, service, and social justice, engage in critical communication and team work skills, and have a lasting impact on the successes of first year students at Saint Louis University. In addition, LC Peer Mentors play a key role in the connection of learning community students to academic and service opportunities within their residential communities and the overall Saint Louis University community. In collaboration with the Resident Advisors (RAs) and Residence Hall Coordinators (RHCs) for their area, the LC Peer Mentor helps to create a residential community with a focus on learning and holistic student development. The following expectations and responsibilities have been set forth for the Learning Community Peer Mentor position:

### Peer Mentorship

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- Become familiar with Learning Community students and their individual and collective academic needs
- Coordinate periodic academic and study initiatives for the community, including but not limited to; informal study sessions, study breaks, and guided study groups
- Assist students with their transition to the Learning Community and to Saint Louis University
- Help prepare students for the academic components of the college environment
- Motivate students to succeed academically and personally
- Act as an academic role model for students in the Learning Community
- Help create and maintain an atmosphere conducive to study within the Learning Community
- Direct students to the appropriate academic resources when needed (e.g. Student Success Center)
- Communicate with faculty to implement academic initiatives and engage faculty in the Learning Community

### Administrative Tasks

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- Assist with positive promotion of the Learning Community to current, incoming, and prospective students
- Maintain and update the tracking and participation of Learning Community students in the Doctrina Program
- Assist in the coordination and implementation of regular service and reflection for the Learning Community

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### Collaboration

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- Work as a Learning Community team by maintaining regular communication with the Learning Community Resident Advisors (RAs) and Residence Hall Coordinators (RHCs)
- Support Housing and Residence Life staff in the implementation of the residential curriculum for the Learning Community, assisting when needed or requested
- Subscribe to all policies and procedures set forth by Housing and Residence Life, the Housing Handbook, and the Code of Student Conduct and support Housing and Residence Life in the enforcement of all policies
- Make referrals to the Residence Hall Coordinator regarding any individual or incident which needs prompt attention
- Maintain confidentiality as appropriate
- Contribute to the facilitation of the LC community development through personal interactions with learning community students and participation in learning community educational initiatives
- Assist hall staff in fostering a commitment to community service, social justice, and diverse perspectives in the learning community environment

### Position Requirements

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- Maintain at least a 2.75 GPA (cumulative and semester) and remain in good academic standing at Saint Louis University
- Must be enrolled as a full-time student
- Should a Peer Mentor's cumulative or semester grade point average fall below 2.75, while the cumulative grade point average is 2.75 or above, the Peer Mentor may be placed on academic probation for one semester. The Peer Mentor will develop an academic improvement plan with their supervisor. At the end of that semester, the grade requirement must be met or the Peer Mentor will lose their position.

### Mandatory Trainings and Time Commitments

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- Work 20 hours per month
- Learning Community Peer Mentors must attend the 2023-2024 Student Staff Spring Contract Signing Night from **7:00-8:30pm on Monday, April 8, 2024**, at which point we hope to share a list of all mandatory dates for the 2023-2024 academic year. If you are unable to attend due to an academic commitment or are studying abroad please communicate this with your supervisor upon accepting your Peer Mentor position to make alternate arrangements.
- Learning Community Peer Mentors are selected for a full academic year. Fall Training and Winter training dates, as well as release dates for break periods, will be determined and shared at a later date. We will do our best to share this information in a timely manner. There should be no interruption for Study Abroad, Student Teaching, internship, etc. Any student that has accepted a Learning Community Peer Mentor position and is not able to fulfill this full term, for personal or disciplinary reasons, will not be eligible to apply until the next academic year.
- Attend monthly stakeholder meetings with faculty, staff, and student leader
- Attend weekly Learning Community Peer Mentor staff meetings and biweekly one on one meetings with respective supervisor
- Plan, promote, and attend monthly Learning Community social events in collaboration with other Peer Mentors
- Be present and have an active role during move-in, Fall Welcome, and LC Orientation
- Promote, attend, and assist with Learning Community events

### Other Expectations and Responsibilities

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- Learning Community Peer Mentors applicants must have lived in a Saint Louis University Learning Community for at least one full semester before the start of the position.
- Learning Community Peer Mentors must be a positive role model for their community (including respectful language and behavior).
- Learning Community Peer Mentors must uphold and abide by all Housing and Residence Life, University, federal, state, and local regulations and policies
- Learning Community Peer Mentors must demonstrate the willingness to complete other reasonable tasks requested by the supervisor and other departmental professional staff.
- All student staff members must abide by the university relationship policy.

### Remuneration

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- \$700 per semester stipend to be added to the your student account

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**2024-2025 Employment Agreement**

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1. I hereby agree to participate in the above employment relationship between the Lead Resident Advisor and Saint Louis University.
2. I acknowledge that the failure to fulfill the conditions of the above Employment Agreement will be considered grounds for termination of the Employment Agreement.
3. I agree to abide by all University rules and regulations including those set forth in the Student Handbook.
4. I acknowledge the dates of training and employment as set forth in the Employment Agreement.
5. I acknowledge that my absence of any of these mandatory obligations is grounds for termination.

BY: \_\_\_\_\_  
Learning Community Peer Mentor (Signature) (Print CLEARLY) (Date)

**Saint Louis University prohibits discrimination based on race, color, sex, national origin, religion, age, disability, or veteran status. In addition, based on our Catholic Values and tradition we are committed to protecting the dignity of each person and therefore extend our non-discrimination policy to include sexual orientation. All University policies, practices, and procedures are administered in a manner consistent with our Catholic Jesuit identity.**