The Academic Mentor position is an integral part of Residential Life at California State University, Northridge. Mentors are responsible for fostering a supportive learning environment for academic and personal success in the residence halls, and for providing leadership, information and resources to residents. Academic Mentors will provide valuable experiences for residents that retain and support students through graduation and promote achievement, character development, engagement and independence.

**Position Requirements**
- Enrollment and attendance in classes at California State University, Northridge with a minimum of 12 undergraduate units or 8 graduate units. Enrollment in more than 15 undergraduate units or 12 graduate unit must be approved by supervisor.
- Good academic standing with a cumulative GPA of 3.0 or higher.
- Good judicial and financial standing.
- Residency in on-campus housing during time of employment.
- Involvement in extra-curricular activities and employment beyond the RA job is limited to a total of 15 hour per week and must be approved by supervisor.
- One year of college enrollment required.

**General Skills and Abilities Necessary**
- Some leadership experience
- Good communication skills
- Bringing creativity and problem-solving skills to events and issues in the residence halls
- Willingness and maturity to serve as a role-model and resource for peers
- A strong personal commitment to academic success and a desire to share and encourage that commitment among peers
- A positive attitude toward yourself and your community
- Demonstrated knowledge of academic support resources on campus

**Benefits/Perks**
- Compensation is contingent upon an **average of 20 hours per week** of work
- Invaluable and rewarding growth experience
- A rent-free bed space in Student Housing
- A $225.00 monthly stipend or meal plan depending upon placement
Primary Job Duties

A. Resident Education
   - Be present on move-in day to educate residents about the Academic Mentor Program and how it can support them.
   - Meet with every resident at least two times per semester to discuss academic status and future plans.
   - Survey residents to understand academic strengths and challenges each semester.
   - Encourage faculty interactions.
   - Coordinate attendance to one academically based campus event, lecture, or program per semester.
   - Design and post one academic bulletin board per semester.
   - Host a study group once per week for one hour in assigned building.
   - Recognize residents’ personal limits and make appropriate referrals while maintaining confidentiality.

B. Human Relations
   - Develop a positive relationship with the residents and Resident Advisors (RAs) in assigned building.
   - Attend, participate in, and encourage resident involvement in the residence halls, on-campus, and in the community.
   - Interact with residents by serving as a mentor and source of support while also balancing appropriate boundaries in the Mentor-resident relationship.
   - Serve as a role model for standards of academic excellence.
   - Maintain regular contact and effectively communicate with residents, other academic mentors, and supervisor.

C. Administrative Duties
   - Attend and participate in bi-weekly one-on-one meetings with the supervisor, weekly staff meetings and scheduled trainings.
   - Check mailboxes and email daily.
   - Be a resident advocate and provide feedback regarding resident interests (e.g. academic success and navigating University structures).
   - Hold four scheduled lobby hours each week to be entirely available to residents.
   - Complete bi-weekly reports about your interactions with residents.

D. Perform and participate in other duties as assigned by the department.

*Please Note: All information in this job description is subject to change at any point prior to or during the 2017-2018 academic year.*