

## Harrison College House Peer Mentor Position Description

Harrison College House is committed to cultivating holistic student communities that enhance learning by fostering collaborative and enduring connections among students, faculty, and staff. Academic Peer Mentors work with the Harrison House Director to provide various programs and mentoring opportunities that support academic success.

### Terms of Appointment:

- 5-10 hours per week, including some evening/weekend hours
- Attend regular staff meetings on Monday evenings
- Attend bi-weekly meetings with the Harrison House Director
- College House Assistants must be available to staff Harrison Welcome Week and Winter Welcome programs.
- Appointment Begins: Friday, August 25, 2023
- Appointment Ends: Tuesday, May 14, 2024

### Eligibility:

- Must have a minimum 2.50 GPA at the time of application, at the time of job offer, and at the end of the academic year prior to employment. Staff are expected to maintain the 2.50 GPA minimum each semester throughout employment
- By employment start date, the Academic Peer Mentor must be a full-time student at the University of Pennsylvania and a resident of Harrison College House for the 2023-2024 academic year in good standing with the University and within the College House system

### General Expectations:

Academic Peer Mentors are integral to supporting the mission of Harrison College House. Academic Peer Mentor duties include (but are not limited to):

- Coordinate periodic academic and study initiatives for the community, including but not limited to study sessions, study breaks or guided study groups
- Coordinate the Harrison Reading Community Schedule & Events
- Coordinate Academic Programming (i.e. Dissertations & Desserts, Dinner & Conversations w/ Faculty, etc.)
- Assist with Food for Thought program that occurs on Wednesdays
- Be present and have an active role during move-in and Harrison Welcome Week
- Work with house faculty on Research Fellow program
- Coordinate promotion and analysis of the Harrison House Survey as well as the College House Survey
- Direct students to the appropriate academic resources when needed



- Assist with projects as directed by the House Director and House Coordinator

#### Compensation:

- First Year Peer Mentor: \$12.50/hour
- Second Year Peer Mentor: \$13.50/hour

#### Position Benefits

There are a number of professional and personal benefits to serving as an Academic Peer Mentor in Harrison College House. Academic Peer Mentors will:

- Have the opportunity to have a lasting effect on the success of Upperclass students
- Enhance their leadership skills and ability to work in a team-focused environment
- Build their resume
- Connect and build meaningful mentoring relationships with faculty and staff on campus
- Learn more about campus resources
- Engage in critical communication and team work skills

#### Termination

The appointment may be terminated prior to its normal expiration date if the Academic Peer Mentor fails to perform the specified duties as assigned or for conduct at variance with that expected of an Academic Peer Mentor, or if status as an undergraduate student in good standing (full time with a GPA of 2.5 or above and limited behavioral issues) lapses.

