

Indigenous LLC Peer Mentor Role Description

Supervised By: IFYE Staff

Purpose of Position

The Indigenous First-Year Experience (IFYE) Living Learning Community (LLC) Peer Mentor (PM) role was created as an influential resource for first-year students transitioning to academic life at the University of Montana (UM). The PM is a part-time live-in student role who will mentor approximately 20 first-year tribally affiliated students with another PM. They are expected to work in tandem with the resident assistants (RA) on the floor, and help develop a safe and communal environment among the IFYE LLC. Peer mentors are expected to foster an atmosphere for academic, social, cultural, and emotional growth in the residence hall by serving as a guide for the residents, and collaborating with RAs to ensure the students' general well-being, community development, and safe learning environment.

Compensation and Time

PMs earn an on-campus single occupancy room, the Maroon 7-Day Meal Plan, and a small stipend based on their residence hall placement. This position is for one academic year and there is no designated minimum or maximum number of hours. However, it is estimated that the role will require approximately 20 hours per week to complete the PM responsibilities. This could vary depending on the time of the semester (e.g. orientation, mid-terms, move-out).

Roles and Responsibilities

Community Development

- Initiate and promote the development of the IFYE LLC social, cultural, and educational programs as outlined by IFYE staff.
- Provide peer advising and academic support throughout the academic year to IFYE LLC students.
- Increase PM availability within the residence hall during critical periods for the students (e.g. mid-terms, finals).
- Assist residents in becoming a part of the community in the residence hall, at UM, and with the Native community both on and off campus.
- Acquaint self with the IFYE LLC students through regular individual and group check-ins.
- Promote IFYE programming and other events through eye-catching and creative advertisement.
- Help residents develop individual respect for one another as well as respect for university personnel.
- Be aware of transition issues new students experience, attitudes, and behavioral patterns of residents within the LLC.
- Know campus resources and refer students to appropriate university personnel as needed.
- Provide excellent customer service while working with residents in day-to-day interactions.
- Facilitate IFYE events, study hours, relevant programs, and cultural activities for residents.

Administrative

- Complete program proposals, evaluations, and intentional interactions tracking requirements as outlined by IFYE staff.
- Maintain confidentiality of student information in accordance with Residence Life and FERPA policies.
- Communicate student concerns with the IFYE staff and floor RA.
- Maintain presence at all IFYE LLC events.
- Hold office hours (2) once per week when students would likely be present in the residence hall.
- Send weekly emails and GroupMe messages to IFYE LLC students regarding upcoming events and updates.
- Attend weekly IFYE PM staff meetings.

Conduct

- Reflect positive behavior and follow all UM Student Code of Conduct requirements, Residence Life policies, and State and Federal Laws both on and off campus.
- Report all Student Conduct Code violations and concerning behaviors to the RA on duty.
- Serve as a role model for students by displaying a healthy balance of academic and college life.

Training

- Attend all departmental trainings (these are subject to change):
 - PMs will be required to return to campus in August approximately one week before the first day of classes to participate in student staff training and IFYE orientation.
 - PMs will be required to return to campus in January three days before the first day of classes to review student staff training.

Minimum Qualifications

- Be a full-time student (12-18 undergraduate credits, 9-12 graduate credits).
- Be in good conduct standing with the university.
- Interest in working with people and being a role model.

Preferred Qualifications

- GPA of 2.5 or above.
- Junior year or higher standing.

About the IFYE LLC

The IFYE LLC is associated with the IFYE seminar where incoming students can practice study skills, learn about resources pertinent to tribally affiliated students, and create community together. Both the IFYE and LLC are part of the Coalition for Indigenous STEM, which is focused on creating a more inclusive and dynamic environment for UM's historically excluded student populations.