

## **B R Y N M A W R**

### **RESILIENCY AND SUCCESS (RS) MENTOR CONTRACT**

My duties as the Resiliency and Success (RS) Mentor are as follows:

#### **Academic:**

- a. I will uphold the Office of Academic Support's and the Bryn Mawr College Honor Code regulations as well as ensure that I am in good academic standing.

#### **Training and Meetings:**

- a. I will complete all the training offered by the Office of Academic Support.
- b. I will attend all required meetings with the Assistant Director of Academic Support. I will notify the Assistant Director at least 24 hours in advance if I am unable to attend.
- c. I will attend at least two workshops or programs administered by the Office of Academic Support per semester.

#### **Working with Students:**

- a. I will serve as a role model by encouraging and modeling a successful balance of academic and college life for students navigating the time away and return processes and/or who may currently be on warning or probation.
- b. I will be available and approachable to my assigned students.
- c. I will attend and/or co-facilitate Resiliency and Success programs and events, which includes but is not limited to the Re-Orientation Program, Re-Enrolled Student Hangouts, Roadmap to Academic Success Workshops, and individual or group meetings with my assigned students.
- d. I will co-facilitate at least one Sticky Skills 101 Tabling Session per semester with other RS Mentors and/or the PACs.
- e. I will co-facilitate weekly study hours with the other RS Mentors and/or the PACs.

#### **Resiliency and Success Program Administrative Support:**

- a. I will participate in regular meetings with the Assistant Dean/Director of Academic Support, the Assistant Director of Academic Support, and the Dean of Student Success on providing the student perspective on time away and return and the academic standing processes and procedures.
- b. I will collect stories and experiences from students, faculty, and staff who have had experiences with time away, re-enrollment, and warning/probation statuses to normalize and reframe such experiences.
- c. I will assist the Assistant Director in the creation of programming for this student population.
- d. I will perform all administrative duties as deemed necessary by the Assistant Dean/Director and Assistant Director.

#### **Communication:**

- a. I will check my email, text messages, and voicemails daily to maintain frequent communication with the Assistant Director, other paraprofessional staff, and my assigned students.

#### **Reporting:**

- a. I will submit a [Student Meeting Notes report form](#) for every one-on-one meeting I have with a student, including a private conversation with a student at the weekly study hours or a tabling session.

- b. I will submit a [Peer Academic Leader Payroll Report form](#) to be compensated for my work. The information I entered in the Payroll Report Form must match what I report on my timesheet.

**Compensation and Hours Worked:**

- a. I will receive compensation for the items listed within the RS Mentor Contract.
- b. I will work approximately 2 to 6 hours per week. Exceptions may be made during busy times of the semester.
- c. I will have my Student Meeting Notes and PAL Payroll Report Forms updated with all appointments and administrative work before I turn in my timesheet.
  - a. Timesheets will not be approved unless the PAL Payroll Report Form is up to date.
- d. I will turn in my timesheet bi-weekly on the final day of the student payroll period (*Tuesdays*) by 12:00 pm (*noon*) EDT to the RS Mentor folder outside of the OAS.
  - a. When recording time, I will round up to the nearest quarter hour.
- e. I will respond to the Assistant Director, designated as my payroll approver, in a timely manner should they email me with questions regarding my timesheet.

**Social Media:**

- a. I will maintain an honorable and respectful social media presence.

**Confidentiality:**

- a. I will keep confidential any private information revealed to me by a student unless I am speaking with the Assistant Director and the Assistant Dean/Director. I will share appropriate information with my supervisors and the student's class dean as needed.
- b. I understand that confidentiality may be waived for a student if they display or disclose something that is concerning or potentially harmful for themselves or others and will submit the [Student of Concern Referral Form](#) with or on behalf of the student.

**Reapplication Process**

- a. I understand that I am subject to a reapplication process that considers how I have performed in the aforementioned duties and may be asked to meet with the Assistant Director as part of the reapplication process.

**Termination**

- a. I understand that termination, by mutual agreement, may be affected at any time.
- b. I understand that this appointment is subject to termination by the Office of Academic Support prior to its normal expiration if the enrollment of the student employee at Bryn Mawr College ceases.
- c. I understand that the appointment may also be terminated for serious failure to satisfactorily meet position responsibilities and/or commitments, failure to meet academic or employment standards, or conduct that violates College policies, or that does not meet the standards of behavior set by the College or the Office of Academic Support.
- d. I understand that upon termination of employment by the student employee, the College, or mutual agreement, remuneration will be pro-rated to cover only that period for which the individual was employed.

**Should I fail to adhere to these expectations, I understand that I may be dismissed or asked not to return as a RS mentor. I understand agree to abide the in my capacity as a RS Mentor.**

RS Mentor Full Name (Printed):

Supervisor Name (Printed):

RS Mentor Signature:

Supervisor Signature:

Date:

Date: