

**Job Title:** Panther LEAP Mentor

**Department:** University Housing

**Reports to:** Coordinator for Residential Leadership and Civic Engagement

**Dates:** July 2020 – May 2021

### **General Job Summary**

The Panther LEAP Mentor position is responsible for supporting, planning, and implementing the Panther LEAP Leadership program at Georgia State, University Housing. Panther LEAP Mentors fulfill various administrative tasks to help implement the Panther LEAP Leadership Program and serve as critical resources for student participants in the program. LEAP Mentors serve as a student liaison between the participants and the Panther LEAP Program; Mentors act as peer advisors to participants, serving as on-going resource for the support and development of participants as well as providing a sounding board for concerns. Panther LEAP Mentors are also expected to incorporate a cultural competency and social justice framework, both through formal facilitation and informal interactions with LEAP participants.

Due to the unique nature of the position, work cannot be easily translated into hours per day. The position requires regularly scheduled responsibilities (staff meetings, training, etc.) as well as informal interactions with participants which require LEAP Mentors to be visible and accessible in the residence halls. The time commitment will be anywhere between 8-10 hours per week. Panther LEAP Mentors directly report to the Coordinator for Residential Leadership and Civic Engagement.

### **Minimum Requirements:**

A student who wishes to serve as a Panther LEAP Mentor must:

- Have completed the Panther LEAP Leadership Program.
- Have and maintain a 2.75 cumulative Grade Point Average and 2.5 semester Grade Point Average.
- Carry a minimum course load of 12 units a semester, but no more than 18 units
- Be in good academic, judicial, and financial standing with University Housing and GSU.
- Have demonstrated leadership ability through active participation in community or campus organizations.
- Participate in fall training and spring training.
- Participate in LEAP Mentor retreats.
- Attend and assist with CLAWS (during move-in week).
- Attend weekly staff meetings.
- Be a team player and demonstrate a positive and enthusiastic attitude
- Demonstrate a strong interpersonal, critical-thinking, and communication skills
- Exhibit sensitivity and genuine concern for others and a commitment to personal growth

### **Compensation and Benefits**

- Per semester housing discount between \$1550 - \$1800 contingent upon location

- 35 meals per semester in the residence hall dining halls (for those in living Commons, Lofts, Greek Housing)
- Early move-in for fall semester.
- Valuable professional development opportunities.
- Leadership and communication opportunities with the university community.

### **Summary of Position Responsibilities:**

- Assist with the Panther LEAP Leadership program
- Complete at least two community service projects each semester
- Co-present at least two workshops during Panther LEAP each semester
- Co-present a practical competence workshop each semester
- Facilitate at least three group meetings for participants each semester
- Facilitate at least 2 1:1s with participants each semester
- Attend and actively participate in all staff meetings, trainings, and programs related to Panther LEAP
- Be inclusive of all identities and actively engage and dialogue around issues of cultural competency and social justice
- Maintain a high level of visibility by interacting with participants
- Model responsible, healthy, and mature behavior and habits
- Compliance with University policies

### **Job Responsibilities:**

#### Role model

- Model healthy and responsible decision making. Exercise good judgment in actions, behaviors, and choices, refraining from risky or irresponsible behavior.
- Maintain a cumulative GPA of 2.75 and semester GPA of 2.5.
- Adhere to all University Housing policies, GSU Student Code of Conduct and policies, and all local, state, and federal laws.
- Maintain a positive attitude toward the University and the University Housing Department.
- Be aware of how you are perceived and avoid situations that may compromise credibility, integrity, and reputation of the department, University or yourself as a representative of the University
- Maintain a balance between responsibilities as a staff member, student, student leader, and personal life

#### Leadership

- Serve as a resource and peer advisor to Panther LEAP participants.
- Act as liaison between the Panther LEAP participants and the Panther LEAP program staff.
- Co-facilitate at least two workshops with a professional staff member.
- Co-facilitate three group meetings for LEAP Participants with LEAP Mentor partner.
- Co-present a practical competence workshop for participants

- Lead at least two community service projects for participants
- Attend one-on-one meetings with supervisor.
- Additional duties as assigned by the Coordinator for Residential Leadership and Civic Engagement.

#### Administrative Responsibilities

- Know the GSU Student Code of Conduct and Policies, and University Housing policies and procedures
- Attend and participate in all required training workshops, in-services, and staff meetings.
- Assist with advertising plan and timeline for Panther LEAP Participant and Mentor recruitment.
- Facilitate and coordinate information sessions for Panther LEAP.
- Interview and participate in the Panther LEAP Mentor recruitment and selection process.
- Participate in the Panther LEAP participant selection process.
- Assist with evaluation of Panther LEAP Capstone Presentations.
- Additional duties as assigned by the Coordinator for Residential Leadership and Civic Engagement.

#### Community Development

- Facilitate staff development opportunities during staff meetings (team building, FUN activities, etc.).
- Attend and assist with LEAP Graduation.
- Assist the Graduate Assistant for Leadership & Civic Engagement in organizing and coordinating the CLAWS orientation and managing the CLAWS volunteers.
- Additional duties as assigned by the Coordinator for Residential Leadership and Civic Engagement.

#### Team Member

- Maintain cooperative lines of communication with other staff. Communicate on a regular basis with supervisors and other staff regarding academic, personal and University Housing concerns and issues.
- Respond in an appropriate manner to all feedback received from supervisor, staff members, students, and customers.
- Serve as a liaison to students for University Housing, the Residence Life staff, RHA, Hall Councils, the GSU Police Department, and other departments on campus.
- Participate in housing and University committees as requested or assigned.
- Participate in teambuilding and staff development activities offered throughout the year.
- Additional duties as assigned by the Coordinator for Residential Leadership and Civic Engagement.

#### Reappointment

- Reappointment is not guaranteed. Panther LEAP Mentors wishing to be rehired for another year must go through the **Reappointment Process**, which involves a review of performance

history, performance evaluations and motivation to return to staff. Panther LEAP Mentors will be notified of their rehire status and placement by their supervisor.

### Outside Employment

- Panther LEAP Mentors are not permitted to work (paid or unpaid) outside the University, unless approved by the Coordinator for Residential Leadership and Civic Engagement. Panther LEAP Mentors may work for University Housing and other University departments on campus so long as they follow the established process outlined in the **Additional Employment Policy**. University Housing student employment opportunities are available in such areas as the mail room, community desks, Learning Centers, or parking.

### Disciplinary Action

- Violation of performance expectations, University or Housing policies or unacceptable conduct may result in disciplinary action up to and including termination. Panther LEAP Mentor performance and conduct may impact student employment status in other positions held by the student.
- LEAP Mentors may have disciplinary employment actions reviewed. The request for review must be made to the Coordinator of Residential Leadership and Civic Engagement, in writing, within 2 days of the employment action, and state the reason(s) for review. After review, the LEAP Mentor will be informed of a final decision (Upon request for review, terminations will be held in suspension until a final decision is rendered).
- Panther LEAP Mentors who resign or are terminated may be given up to one week to check out of their current space and relocate, as determined in the sole discretion of University Housing. Panther LEAP Mentors wanting to remain living on campus may be given a new room assignment. Room assignments will be made by the Assistant Director for Budget and Housing Operations (or designee) in consultation with the Residence Hall Director. All policies regarding residency requirements will apply. All compensation and benefits discontinue as of the date of resignation or termination.

### Break Periods

- Panther LEAP Mentors are not required to work when University offices and/or residence halls are closed. Dates when the University is officially closed can be found on the GSU website.

### University Property

- Panther LEAP Mentors are responsible for University property and equipment assigned for their use. Misuse, damage or loss of computers, phones, keys, and other University property and equipment may result in disciplinary employment action, liability for replacement cost.