

## Becoming an Academic Resource Mentor (ARM)

- ★ I have knowledge of the key concepts within subject area(s).
- ★ I have excellent communication and listening skills.
- ★ I have a positive attitude and a pleasant demeanor.
- ★ I have patience with, and respect for, the students I am helping.
- ★ I have a desire to act as a good academic role model.
- ★ I have a commitment to acting ethically and to treating all students equally.
- ★ I'm looking for an exciting leadership opportunity.
- ★ I want to share the experiences I've had working with groups and be a resource to others.
- ★ I am willing to learn more about what it means to work with a diverse population.
- ★ I want to be a member of, and contribute to, a staff team.
- ★ I want to enhance my development as a student and gain experience that will benefit me after college.

## Are you thinking about being an Academic Resource Mentor?

Before you answer, it is important to realize the lasting impact that this position will have on your future success. This position will give you many new, exciting, and challenging experiences that will enhance the time you spend at Western Connecticut State University. These experiences will give you skills that you will be able to use for the rest of your life.

Should you decide to become an Academic Resource Mentor, you will be trained in many areas that will enable you to successfully and effectively do your job. You will have the support of the Department of Housing and Residence Life and your professional staff member(s), who will always be there to help and guide you.

## How do I apply?



Every semester the Department of Residence Life offers information sessions to promote open positions to become an ARM. These sessions describe the entire process from application to interviews.

## Minimum Qualifications:

- The Academic Resource Mentor must be a full-time, enrolled student.
- The Academic Resource Mentor must maintain a cumulative grade point average of 3.2 or above at all times.
- The Academic Resource Mentor must have completed at least 20 academic credits from WCSU
- The Academic Resource Mentor must not be currently under residential disciplinary probation or University disciplinary probation.

- Be able to attend all trainings as established by the Department of Housing and Residence Life.
- Must have lived on a university campus at least one semester prior to applying.
- **Becoming an Academic Resource Mentor may impact your financial aid packet.**



## What is an Academic Resource Mentor (ARM)?

★ ARMs at WestConn have many different roles. They are academic resources, peer counselors, community builders, academic programmers, and administrators.

★ ARMs spend time getting to know residents as individuals and generating enthusiasm as they help students reach their full academic potential.

★ ARMs are responsible for other students, which means that a successful staff member must be sensitive to the

needs of many different people. Recognizing differences takes sensitivity, understanding, self-confidence, and strength of character.

- ★ As residence hall community leaders, ARMs encourage residents to develop good academic skills, take ownership in hall and area activities, and provide information about campus resources.
- ★ Finally, ARMs are expected to be strong team players as members of a residence hall staff. They are expected to display a commitment to the development of an effective hall staff.

## What are the Position Responsibilities?

There is no such thing as a “regular” day for an ARM. ARMs perform a broad range of tasks and activities.

Chief weekly responsibilities include the following:

- Office and Contact hours
  - **7 hours** - Office Hours, which should be posted at or near the front desk, outside of my door, and other “high traffic” locations throughout my residence hall.
  - **3 hours** – Intentional Contact
    - Outreach hours – visiting students throughout the building, distributing materials that may be of help to them according to the time of the semester, etc.
    - Establish who the PASS members will be and meet with each PASS member
    - Collect PASS logs and compile logs of my meetings with individuals
    - Survey residents about their usage of PASS program or volunteers
    - Outreach hours – visiting students throughout the building, distributing materials that may be of help to them according to the time of the semester, etc.
- Working with SAP and GPA exception students;
- Assist the ADHRL/RD with assessment of and outreach to academically at-risk students, providing services as needed;
- Assist with any preparation for the Academic Recognition Ceremony (which will take place in the Spring semester);

- Attend the Academic Recognition Ceremony and present the certificates for my respective building;
- Assess the effectiveness of the ARM position and document the services ARMs offer via ARM and PASS logs, or other information as requested;
- Complete 8 academic programs for my building each semester (these program planners are due the 15<sup>th</sup> of every month to my ADHRL/RD):
  - Complete two programs during each month of the semester
  - I am encouraged to program cooperatively with RAs in my building
  - Participate in hosting GROW programs in the fall semester and My Road To WestConn (or similar) programs in the spring semester
- Talk with, get to know, and be available to all residents of the building. Be a good listener.
- Establish a living-learning environment in the building a through role modeling, activities and academic programming.
- Build a community environment on the floor based on respect, which allows all residents to feel safe, comfortable and included.

### Other Areas of Responsibility

- Perform all administrative tasks as defined by the Resident Director. Administrative tasks include things such as: posting informational flyers and bulletin boards, attending bi-weekly one-on-ones, completing program assignments, completing weekly reports, hosting GROW events and assisting with Open House.
- Attend weekly staff meetings.
- Assisting the RD and RAs in officially opening the residence hall.
- Understand, explain, and support all Office of Housing & Residence Life and University policies and procedures.
- Maintain a standard of personal conduct commensurate with responsibilities. The Academic Resource Mentor is expected to set an example both in knowing and abiding by all applicable laws and University policies.
- Attend and actively participate in the Fall ARM Training and the Spring ARM Training.
- Attend and actively participate in all scheduled meetings and in-services.
- Participate in ARM Selection (i.e., recruitment, informational meetings, group process and interviews) as assigned by the Resident Director.

### What are the Benefits of Becoming an ARM?

- A valuable learning experience that you will utilize during your years at Western and after you leave the position.
- You will gain experience with your personal interaction with others while building self-confidence and learning more about yourself.
- You will gain insight on effective ways to become a problem solver.



- Time management skills.
- Training in a wide variety of areas that will enable you to effectively perform your duties.
- Public speaking skills.
- The ability to be a positive role model with your peers.
- Attending conferences (when available) that will provide opportunities to further develop your skills within the position.
- Constructive feedback and evaluation of your job performance.
- Leadership experience! A chance to learn new skills or enhance those you already have. Experience for your intended career path; employers know what being a RA means, so it's a great resume builder.
- One single room, the location of which will be determined by the Department of Housing and Residence Life according to its needs and the needs of the CULTURE™ program
  - Telecommunication fees
  - Pay for 10 hours per week of work for the course of the academic semesters at a minimum of **\$8.50** per hour (or a higher rate as determined by the University Student Payroll budget and The Department of Housing and Residence Life)
- A local phone with voicemail is provided, along with basic cable and internet connection.

## Selection Process

### How many positions are available?

It depends. Every year there are different reasons for ARMs not returning to the position. Most ARMs leave the position because of graduation or a study abroad opportunity. We will not know until early March how many ARMs will be rehired. This determines the number of positions for new ARMs.



### What is the "group process" part of the application process and how do I prepare for it?

The group process is a series of activities in which you will participate with other candidates. These activities may be based on decision-making, team work and demonstrating leadership style. The best way to prepare for it is not to prepare. Go in with a positive attitude, don't be nervous and be yourself.

### Individual interviews?

Each candidate has an interview with a small group, usually an RD and several current RA candidates. The interview will explore your knowledge of the position, and some of the reasons you may feel you would make a terrific candidate for the job. They are usually about ½ hour in length.

## So, I got the job! 😊

### What if I prefer to work in a specific area?

It is common for ARM applicants to feel this way. If you are not asked about your placement preference during the process, explain your preference at the end of your interview along with your reasoning. The Department of Housing and Residence Life does attempt to match your wishes while also meeting the needs of the department.

### When Would I Begin the Position?

The position begins during 'training period' with the day you're required to move-in/return to campus. If you accept the position offer, you cannot expect to have any other time commitments during the training period. Other time commitments include, but are not limited to: winter or summer session classes, internships, practica, vacations, family weddings, training for other organizations, etc. Training for the fall semester usually begins in mid-August, approximately 2 weeks prior to the start of fall classes.



### How will I be able to Maintain Balance between Being an ARM and Being a Student?

Glad you asked! You're a student first and foremost. We also understand that you may also want to be involved in co-curricular activities or hold another job.

If you're interested in participating in co-curricular activities or holding a job outside the ARM position, you must talk with your supervisor once hired to determine if this will be possible. The supervisor will work with you to ensure that the combination of your course load, the requirements of the position, and the requested activities or outside work will not impair your academic progress or ability to perform the RA position.

### How many ARMs are there on a staff?

Midtown buildings and Grasso each have 1 ARM assigned to the staff. Pinney and Centennial halls have 2 ARMs on each staff.