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### ***The Office of Student Development***

In collaboration with students, faculty, staff and families, the Office of Student Development facilitates students' transformation and enriches their educational experience by embracing their goals, dreams and aspirations. OSD offers opportunities for engagement in educationally purposeful activities, challenges students to develop academically and personally, provides the support necessary for them to do so, and advocates for their needs.

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### ***Student Leadership***

Student leaders play a vital role in shaping campus life. While our leadership opportunities are diverse, each position carries the common goal of promoting academic excellence and purposeful engagement within and beyond the Woodbury community. Student Leaders are able to effect change on campus through mentoring, advocacy, peer education and program planning. They experience the fulfillment of service, as well as the added benefit of marketable skills such as communication, conflict resolution, and time management.

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### ***Student Leader Commitment***

When you make a commitment to a campus leadership position, you are making a commitment to serve your fellow students. You will be expected to make the integrity and the needs of the campus community a priority in your daily life by conducting yourself with high ethical standards, developing a thorough understanding of campus policies and procedures, and taking your role as a student advocate seriously. You will be provided with tools necessary to do this during Fall & Spring Training and in-services (2 per semester). Participation in each of these opportunities is required.

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### ***The Role of the Academic Peer Mentor in Our Community***

An Academic Peer Mentor is an academically successfully junior, senior or graduate student who will meet with mentees weekly to offer mentoring, peer advising and assist mentees in achieving academic success throughout the semester.

### ***Specific Academic Peer Mentor Responsibilities***

- Attend all training sessions and preparation meetings.
- Work a maximum of 9 hours per week for the semester consisting of:
  - Attend & facilitate mandatory bi-weekly staff meeting.
  - Be able to commit to a minimum of three students per semester.
  - Conduct weekly peer mentoring and advising meetings with assigned students.
  - Keep regular track of each student's semester course schedule requirements
  - During meeting assess progress and need for resources on campus.
- Be knowledgeable of Woodbury University's General Education Requirements and academic policies and procedures.
- Practice a commitment to excellent time management in academic, work, and extracurricular activities during the semester.

### ***Qualifications***

- Academic Peer Mentors are top juniors, seniors, and 5th years in their majors who have been nominated or recommended by their department faculty or staff on the basis of their academic scholarship and overall leadership and character.
- Overall academic achievement in all areas with a minimum 3.0 GPA and in good standing with the University.
- Recommended completion of 0/1-unit PPDV 222: Leadership in Community Building course with a B or better.
- Ability to facilitate discussions and work with a diverse student body.
- Abide by a confidentiality agreement, maintaining confidentiality and respect of individual students' rights at all times.

### ***Rewards for Academic Peer Mentor Service***

APMs: \$10.00/hour not to exceed 9 hours per week (may be \$11/hour based on prior experience in comparable position)

**Under no circumstances may your total weekly hours of on-campus work exceed 29 hour per week.**