

# Academic Resource Mentor Letter of Recommendation Form

WESTERN CONNECTICUT STATE UNIVERSITY, DEPARTMENT OF HOUSING & RESIDENCE LIFE

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## **Overview:**

Academic Resource Mentors (ARMs) are members of the Department of Housing & Residence Life at Western Connecticut State University. ARMs have responsibilities to the entire residence hall while focusing more specifically on students who fall under the GPA requirement for Satisfactory Academic Progress (SAP). They play an integral role in the establishment of an environment conducive to maximum academic and personal development. ARMs also seek to promote a sense of community within the residence hall fostered by individual responsibility, mutual respect, and the pursuit of mutual interests.

## **Position Responsibilities:**

- Holding 10 paid office hours per week.
- Work with SAP and GPA exception students. You will assist your supervising Resident Director with assessment of, and outreach to, academically at-risk students, and provide referrals to services as needed.
- Complete 8 academic and life-skills-focused programs each semester (two per month).
- Suggest, research, write and submit articles for 6 (six) newsletters (**The Handout**) during the course of the year (3 in the Fall semester and 3 in the Spring semester).
- Attend the following required meetings:
  - Weekly residence hall staff meetings with your supervising Resident Director and building's Resident Assistants
  - Bi-weekly one-on-ones with your supervising Resident Director
  - Monthly ARM meetings
- Create and maintain ARM bulletin boards that are updated and changed at least monthly.
- Create a welcome letter and attend initial floor/section meetings throughout your building each semester. The letter must be approved by your supervising Resident Director prior to distribution.
- Return to campus prior to the start of each semester for training and new student orientation. These training periods will be defined and distributed to you in advance.
- Complete monthly ARM logs, collect and submit PASS usage information, and assist with the assessment of the ARM position as requested.
- Actively participate in the recruitment and selection of new ARM members. Group process and/or interviews are typically held on a Saturday and/or Sunday in the early spring semester. At all times, you must present a positive attitude towards the ARM position, selection, and Housing & Residence Life in general.
- Other duties may be assigned by your supervising Resident Director or Housing & Residence Life from time to time.

The ARM position is a highly sought after position and requires a significant time commitment. Therefore, the Department of Housing & Residence Life wants to ensure that we are hiring suitable candidates who will not be overwhelmed and potentially start lacking on their *own* academics and extra-curriculars.

Please email this completed form (in PDF attachment) to Andrea Pereira at [pereiraa@wcsu.edu](mailto:pereiraa@wcsu.edu) no later than Friday, March 12, 2021 by 12 PM, noon. *Please note that failure to do so will result in this candidate's application being incomplete, and they will be withdrawn from the process.*

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Name of Applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Current Position: \_\_\_\_\_

Company: \_\_\_\_\_

Your Email: \_\_\_\_\_

Your Phone: \_\_\_\_\_

How long have you known the applicant: \_\_\_\_\_

**In what capacity do you know the applicant:**

**To the best of your ability, please speak to the applicant's ability to successfully work with others as a part of a team:**

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To the best of your ability, please comment on how you believe the individual you are completing this letter of recommendation for will be able to effectively discharge the duties listed on the cover page and be able to manage their time effectively while doing so. And/Or, please comment on why you believe the candidate you are writing this letter of recommendation for may struggle with discharging certain responsibilities listed above. Your candor is appreciated:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_