Dear Applicant,

On behalf of everyone in the Department of Housing & Residence Life, we sincerely appreciate your continued interest in the Academic Resource Mentor (ARM) position!

We are happy to announce that applications are currently being accepted for the 2020-2021 academic year.

Please note our anticipated selection timeline:

<table>
<thead>
<tr>
<th>Re-Applicant Applications Live</th>
<th>Friday, February 7, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed Application Questionnaire and Portfolio due by Noon</td>
<td>Monday, March 2, 2020</td>
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<tr>
<td>Spring Break</td>
<td>Monday, March 16, 2020 to Friday, March 20, 2020</td>
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<tr>
<td>Individual Interviews/Portfolio Presentations</td>
<td>Monday, March 9, 2020 to Friday, April 3, 2020 [Excluding Spring Break]</td>
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<tr>
<td>Modified Group Process</td>
<td>Saturday, April 4, 2020 and/or Sunday, April 5, 2020</td>
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<tr>
<td>Notifications</td>
<td>Wednesday, April 8, 2020</td>
</tr>
<tr>
<td>Accept/Decline Decision From Candidates due by Noon</td>
<td>Monday, April 13, 2020</td>
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Re-Applicant and New Applicant selection are being held concurrently. Below are the dates and times for the ARM Info Sessions. Although more applicable to prospective applicants, you are welcome to attend any of these as well!

*Your attendance is not required in order to apply. Furthermore, should you decide to attend, you do not need to stay for the entire time if you need to come late/leave early for class, etc.*

<table>
<thead>
<tr>
<th>Thursday, February 13, 2020</th>
<th>11:00AM to Noon</th>
<th>Westside Campus Center Room 212/214</th>
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<tbody>
<tr>
<td>Tuesday, February 18, 2020</td>
<td>6:00PM to 7:00PM</td>
<td>Midtown Student Center Room 201B</td>
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<tr>
<td>Friday, February 21, 2020</td>
<td>Noon to 1:00PM</td>
<td>Midtown Student Center Room 226</td>
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<tr>
<td>Wednesday, February 26, 2020</td>
<td>7:00PM to 8:00PM</td>
<td>Westside Campus Center Room 212/214</td>
</tr>
<tr>
<td>Thursday, February 27, 2020</td>
<td>3:00PM to 4:00PM</td>
<td>Midtown Student Center Room 226</td>
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Position Overview/Responsibilities:
Academic Resource Mentors (ARMs) are charged with creating and helping to maintain an atmosphere and community that supports the academic mission of the University by supporting individual students who may be struggling, as well as celebrating students who are exhibiting academic success. Primarily, this requires the following:

- Hold 10 paid office hours per week.
- Work with SAP and GPA exception students. You will assist your supervising RD 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 staff meetings with your supervising RD and building’s RAs
  - Bi-weekly 1-1s with your supervising RD
  - 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 RD 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. Plan to arrive roughly two weeks before the start of the Fall semester, and roughly one week prior to the start of the Spring semester.
- Complete monthly ARM logs, collect and submit PASS usage information, and assist with the assessment of the ARM position as requested.
- Be available to residents by establishing a presence on the floor/section and in the building.
- Attend periodic in-services throughout each semester in order to further your professional development.
- Other duties may be assigned by your supervising RD or HRL from time to time.

Job Qualification Requirements:

- Must be registered as a full-time student at Western Connecticut State University for the academic year.
- Must have and be able to maintain at least a 3.2 cumulative GPA.
- Must be in good judicial standing with the Office of Judicial affairs, along with the Department of Housing & Residence Life.
- Must have completed one semester at Western Connecticut State University as a full-time student.
- Ability to serve for the full academic term.
- Must be able to attend mandatory training prior to the start of each semester.
- Must meet Satisfactory Academic Progress (SAP) standards, earning at least 12 credits each semester.

Remuneration:

- Free housing in the form of one single room, the location of which is determined by HRL according to its needs and the needs of its programs. No meal plan is provided under this agreement. You must have a meal plan that is required for the building to which you are assigned.
- Payment for 10 hours/week of work over the course of each academic semester, at a minimum of $11.00/hour (or a higher rate determined by the University Student Payroll and the HRL Department).
- **NEW BEGINNING FALL 2020** Priority Registration!
Application Requirements:

- You must meet all qualification requirements above.
- You must complete an online application questionnaire by the designated due date:
  - [https://forms.gle/9iJuMSemcA2SQgXk8](https://forms.gle/9iJuMSemcA2SQgXk8)
- As part of your re-application, you are to create a portfolio that showcases your work, skills, and abilities within the Academic Resource Mentor position. Not only that, but a portfolio is a great way to collect and organize your best work in one central location. With consistent care, your portfolio can become a valuable memento of your tenure in Residence Life, or a potential asset should you choose to seek a position in Higher Education/Student Affairs post-grad. For your portfolio:
  - You must include a one page cover letter (in PDF form).
    - If you don’t know what a cover letter is, or need help organizing/writing one, consider utilizing WCSU’s Career Success Center for help, or various online resources.
      - Westside Campus Center—Room 300
        (203) 837-8263
careersuccess@wcsu.edu
    - Somewhere in your cover letter, please be sure to address why you are re-applying for the ARM position, what you have brought to the position thus far/any accomplishments, and how the Department of Housing & Residence Life, along with the resident base it serves, would benefit from the re-hire of you specifically.
  - You must include a current copy of your resume (in PDF form).
    - If you currently do not have a resume, or need help updating/formatting your existing resume, consider utilizing WCSU’s Career Success Center for help, or various online resources.
      - Westside Campus Center—Room 300
        (203) 837-8263
careersuccess@wcsu.edu
  - Bulletin Boards— Please choose at least three bulletin boards that you are most proud of from this past year. Discuss the following with each bulletin board separately:
    - Why you are proud of this bulletin board;
    - How this bulletin board met the specific interests of your residents; OR, what specific educational information was on this bulletin board that your residents could take away;
    - Any feedback/reactions (if applicable) you received from your residents regarding the bulletin board.
    *It is strongly encouraged that you include relevant photos.*
  - Programs—A snapshot of your programming efforts provide us with an insight into how effective you are at identifying, and exploiting, the relevant interests of the residents in your building/section. Please choose four programs that you are most proud of from this past year, three of which must be educational. For each program separately, discuss the following:
    - Why are you most proud of this program;
    - Where did you get the idea for this program;
    - How did this program meet the specific needs and interests of your residents;
    - How was this program received by your residents?
    *If possible, please include any relevant photos/advertisements/handouts/etc. from the program.*
  - The Handout—Please include copies of all articles you’ve written for The Handout.
  - Anything else you would like to include for the Selection Committee to consider regarding your application for re-hire!
If you are an ARM that was hired at the beginning of the Spring semester, you may not have completed four programs or three bulletin boards yet. Instead, please just reference the work you have done so far.

There are no restrictions on how you decide to "plate and serve" your portfolio, as long as every component is present. The selection committee is intentionally being vague with this, because we want to see how your final portfolio reflects you as an individual. However you decide to create your portfolio, all components of the portfolio as outlined above must be included.

All of the above components (your portfolio and application questionnaire) make up a complete application package! Only completed applications submitted by the application due date will be considered. The application questionnaire must be submitted by Noon on Monday, March 2, 2020. Portfolios must be handed-in to the Main Housing Office, or emailed to RD Ryan Farrell at farrellr@wcsu.edu, by Noon on Monday, March 2, 2020.

Incomplete and/or late applications will not be considered (no exceptions).

Please feel free to reach out to the ARM Selection Chairperson(s) with any questions at all:

- Resident Director (RD) Ryan Farrell—Litchfield Hall
- Resident Director (RD) Lafayette Gerst—Pinney Hall