Student Advocate Job Duties and Responsibilities

Related to your class, instructor and students
1. Properly prepare for your presentations! Conduct a run through each time with Stephanie or Maggie.
2. Meet at least once per month with your seminar leader(s) and maintain a strong relationship with them so that you are being utilized to your fullest.
3. Attend each class at least once per month to maintain a visible presence with your students.
4. Meet with at least 5-8 students per week for about 10-15 minutes each.
5. Contact them via email, facebook, phone or text about campus or community opportunities. Attend some of these opportunities with them, especially at the beginning.
6. Encourage them to take advantage of the activities on campus.
7. When the instructor requests it, contact students that are missing class or doing poorly on assignments or exams in the large lecture classes.
8. Refer students to university/community resources when it appears they may be headed for minor trouble.
9. Refer students to Stephanie when you feel the safety or health of a student is in jeopardy.
10. Maintain confidentiality in all matters related to your students. You may discuss them with Maggie, Stephanie and the other advocates and that is all. Breaking this confidentiality is a violation of the Federal Education Rights and Privacy Act and may result in termination.
11. Get to know the students in your classes. You won’t get to know all of them, but do your best.
12. Never lie or make up an answer to a question from a student or seminar leader. It’s OK to say “I’m not sure, let me get back to you.”
13. Be knowledgeable about the resources available to students in your class, such as Supplemental Instruction.
14. Encourage positive behaviors and discourage negative behaviors.

Related to your role as a mentor and role model
1. Follow through on your responsibilities to class and TIDE.
2. Complete your scheduled office hours and reports on time. Do not work over 8 hours a week and never falsify your timesheet. If you need to alter your hours, let Maggie know ASAP.
3. Respond to emails/phone calls promptly.
4. Inform the advisor or coordinator if you are having difficulty in any area that may affect your employment in the program (low grades, illness, other personal issues, etc).
5. Follow the Student Code of Conduct and remain free from university judicial action. If an advocate is accused of violating the Code of Conduct, the Advisor must be notified immediately. The severity and outcome of the violation could affect your continued employment with TIDE.
6. Be a positive role model at all times, even when at social functions off campus where seminar students may be present.
7. Do what you say others should do!
8. Be professional. Dress appropriately for seminar classes. Maintain boundaries with your students – don’t use this as a dating service for you or your friends. Do not buy them alcohol.
9. Support the seminar instructors, First Year Programs, TIDE, the University Center and Student Activities Department, and TAMUCC, even if you do not agree on certain topics.
10. Be approachable and available to students.