



RESIDENT MENTOR JOB DESCRIPTION

Department of Residence Life

I. BASIC FUNCTION

The Mentor is a live-in student staff member in the Department of Residence Life. The Mentor assists in supporting the academic community in an undergraduate residence hall and has specific responsibility for working with students on a particular floor. Mentors are expected to provide strategies for, and assist residents with, multicultural development, learning, character building, community development and personal wellbeing.

II. RESPONSIBILITIES

The Mentor is responsible for assisting students individually and in groups. The Mentor's primary role is to facilitate the creation of a positive environment on an assigned floor which supports students' academic and personal success. In order for these environments to develop, Mentors must make significant connections with their residents, help residents know each other, and connect residents to the resources and opportunities of the larger university. Strategies for success include maintaining individual and group contact, a thorough knowledge of campus resources, planning and implementing activities, and responding to community and individual concerns. See also Expectations for Residence Life Staff, the Mentor contract, and expectations established by individual supervisors.

III. CHARACTERISTIC DUTIES

A. Genuine Connections with Residents

1. Is visible and available
2. Is approachable
3. Treats floor residents fairly
4. Helps residents
5. Establishes mutual respect
6. Develops rapport with residents
7. Has communication and active listening skills
8. Demonstrates care and concern for residents
9. Residents feel comfortable going to the Mentor
10. Develops relationships with residents
11. Knows about student development

B. Developing Community

1. Recognizes and works to involve diverse/marginalized populations on the floor
2. Can identify the stages of community development
3. Encourages residents to take responsibility for one another
4. Works consistently to create a civil and respectful atmosphere on the floor
5. Encourages interaction between residents
6. Builds an open and inclusive environment on the floor
7. Creates opportunities for residents to discuss floor issues
8. Facilitates events that connect students to one another
9. Initiates programs residents participate in
10. Effectively mediates conflict

C. Safety/Climate/Crisis/Triage

1. Reports appropriately
2. Meets duty expectations
3. Demonstrates good judgment
4. Follows-up appropriately with individuals or the floor community following incidents
5. Masters the 3 R's (Recognize, respond and report)
6. Understands and maintains confidentiality
7. Can interpret and explain university and housing policies
8. Knows and uses appropriate crises protocols
9. Is professional in working with safety response personnel
10. Can identify potentially unsafe conditions and take appropriate action

D. Educator

1. Knows resources, makes appropriate referrals and follows-up
2. Recognizes and takes advantage of opportunities to help students learn
3. Effectively assesses the learning needs of the floor
4. Encourages and facilitates discussion and dialogue among residents about in class and out of class learning, campus and national events and life experiences.
5. Implements activities that contribute to student learning as reflected in the core and student learning outcomes
6. Can articulate how as Mentors and residents on the floor, they have influenced students' growth
7. Capitalizes on opportunities for implementing programs based on students' interests and needs

E. Team Player

1. Supportive of institutional partners
2. Contributes positively to the morale and functions of the staff team
3. Has mutual respect with fellow staff members
4. Actively participates
5. Encourages and supports others
6. Upholds team standards
7. Maintains appropriate confidentiality
8. Demonstrates care and concern for other staff members success
9. Willingness to be solution-oriented

F. Leader

1. Demonstrates leadership skills
2. Acts with integrity
3. Is Inclusive of others
4. Maintains personal balance
5. Models appropriate behavior as a community member
6. Demonstrates a commitment to academics
7. Maintains appropriate boundaries as a staff member
8. Follows the law, and university, housing and department policies
9. Displays a commitment to their own growth and development in all core areas
10. Manages the boundaries between staff member/friend

G. Administrator

1. Is timely
2. Keeps supervisor informed
3. Follow directions
4. Submits projects and paperwork on time
5. Completes work thoroughly and accurately
6. Follows through on projects and assignments
7. Is prepared for meetings
8. Attends all required meetings and training sessions
9. Helps with departmental interviewing as needed

IV. CONDITIONS OF EMPLOYMENT

1. The Mentor must be enrolled in a degree granting program at MSU.
2. The GPA requirement is a cumulative 2.75. Mentors are expected to meet that requirement and to maintain it during their period of employment.
3. Mentors must have completed at least 12 credit hours at the time of application, and have lived in a residence hall for one semester.
4. First semester Mentors may not student teach or hold internships. After the first semester, experiences which will take the Mentor away from his/her building for significant time blocks are discouraged, and must be approved by the Hall Director and Area Director before they are accepted.
5. It is understood that an undergraduate staff position in residence halls cannot easily be translated into hours worked per day or week because of the unique nature of the work. The Mentor job requires regularly scheduled responsibilities and times at which Mentors are available and accessible to floor residents. A reasonable work schedule would include both types of time, e.g., 12 hours per week of regularly scheduled responsibilities (staff meetings, staff training, student groups, programming), and a minimum of 24 hours per week of availability time at varying intervals during the day and night. Availability time should be planned in consultation with the supervisor during high activity time (typically 4:00 p.m. - midnight). This is time during which the Mentor is accessible to residents for informal contact. Because of the nature of availability time, four hours of availability time equals one hour of regularly scheduled responsibility.
6. The Mentor position is for one academic year (fall and spring semesters). Mentors may request to return the following year, and reappointment is based on their performance.

VI. REMUNERATION

Remuneration is a single room with board while school is in session.

10/20/08

