School of Arts & Sciences Educational Opportunity Fund Program
2016 Summer Institute
Resident Mentor Position Requirements

The 2016 SAS EOF Summer Institute is a 5-week residential program. This year’s institute will take place from Saturday, June 25, 2016 through Friday, July 29, 2016. The Summer Institute is designed to help students make the academic and social transition from high school to college. Students will live on-campus, earn degree credits (or move on to the next level of developmental courses), strengthen their academic skills, and become prepared for life as a successful college student. All incoming first-year students who are admitted to the School of Arts and Sciences, School of Business, and Mason Gross School of the Arts EOF Program will attend the Summer Institute, or participate in an online Summer Institute Community (to be determined based on placement scores, EOF staff, and areas of study). The aim of the Summer Institute is to ensure that students are better prepared to meet the rigorous academic demands of Rutgers in the fall.

About the Position
The Resident Mentor position is a “Live-In” position with daytime, evening, and weekend responsibilities. The primary focus of the position is a combination of the following: duty, programming, chaperoning special trips, peer mentorship, and/or crisis response. In addition, Resident Mentors are expected to serve daytime duty from 8am-4pm and evening duty from 4pm-12am.

Resident Relationships
• Build meaningful relationships with every resident on the floor/wing
• Actively build relationships with other residents in the building
• Assist residents in their development as students and individuals
• Serve as a resource for general questions and concerns
• Be available, visible, and accessible to residents

Programming and Community Building
• Develop, plan and implement weekly programming as assigned
• Collaborate with all Resident Mentors on assigned floor for programming and meetings
• Attend all staff meetings, or any additional meetings as assigned by supervisor
• Maintain constant and positive working relationships with program professional staff, faculty, university departments and offices, parents and family members and program participants
• Meet weekly with Hall Director for supervision meeting
• Encourage acceptance and promote inclusive communities
• Develop communities focused on learning and the academic success of each student
• Connect residents to one another and to the floor and building community
• Assist in the development of community standards and roommate expectations
• Encourage residents to respect and maintain the building
• Encourage residents to participate in program planning and implementation
• Educate residents about campus/residential college identity
Administration

- Attend a mandatory week-long, live-in staff training
- Support the missions of the summer program and Rutgers University
- Work cooperatively with fellow staff members to create a positive presence in the residence hall
- Maintain a community bulletin board with pertinent university and community information
- Attend all trainings and meetings designated by supervisor
- Assist with opening and closing residence halls
- Complete specified reports and paperwork in a timely manner
- Consistently check and maintain email
- Conduct weekly one on one meetings with designated student mentee’s in order to monitor their academic success throughout the program
- This position is a live-in position, and as such Resident Mentors are expected to sleep in their own room each night

Day Duty

- Understand and uphold all university and residence hall rules, regulations, and policies
- Responds to first level crisis regarding students in the residence hall
- Document and report all resident concerns and/or policy violations immediately to the On-Call Professional Staff on duty
- Submit all necessary student logs, incident reports, student information and program documents on time to the appropriate chain of command
- Sit at welcome desk

Evening Duty

- Understand and uphold all university and residence hall rules, regulations, and policies
- Responds to first level crisis regarding students in the residence hall
- Document and report all resident concerns and/or policy violations immediately to the Residence Hall Director or Residence Life Coordinator
- Conduct building rounds to build relationships with students, confront policy infractions and note facility concerns
- Assist in daytime, evening, and weekly duty rotation as scheduled during training week
- During duty times remain available in the building to address any building problems or student issues
- Will be required to carry the duty phone while on duty
- Ensure that the Hall Director is aware of concerns regarding the building, students and staff; submit reports pertaining to these concerns on a timely basis
- Submit all necessary student logs, incident reports, student information and program documents on time as determined by your supervisor
- Sit at welcome desk, signing in guests, check identification and manage guest registration book
- Assist in conducting rounds in areas where students are present such as classrooms, student centers, computers labs, recreation facilities and campus grounds
- Must communicate daily with supervisor on duty
- Use an educational and creative approach to address policies with students as well as the impacts of their behavior
- Address all policy violations consistently
- Maintain consistency and fairness when dealing with all students in the building
Weekend Duty

- Understand and uphold all university and residence hall rules, regulations, and policies
- Responds to first level crisis regarding students in the residence hall
- Document and report all resident concerns and/or policy violations immediately to the Residence Hall Director or Residence Life Coordinator
- Conduct building rounds to build relationships with students, confront policy infractions and note facility concerns
- During duty times remain available in the building to address any building problems or student issues
- Will be required to carry the duty phone while on duty
- Ensure that the Hall Director is aware of concerns regarding the building, students and staff; submit reports pertaining to these concerns on a timely basis
- Submit all necessary student logs, incident reports, student information and program documents on time as determined by your supervisor
- Use an educational and creative approach to address policies with students as well as the impacts of their behavior
- Address all policy violations consistently
- Maintain consistency and fairness when dealing with all students in the building