School of Environmental Biological Sciences Educational Opportunity Fund Program
2016 START-UP Summer Institute
Resident Mentor Position Requirements

The START-UP Summer Institute is an intensive academic experience comprised of a multidisciplinary workshop series. The 2016 program dates are Saturday, July 10, 2016 through Friday, August 12, 2016. Workshops may include Scientific Research Methods, Mathematics, English Composition, Global Warming and Critical Thinking. Upon completing the summer program, EOF students begin the fall semester with three undergraduate degree credits and a greater familiarity with the academic demands and the social environment of Rutgers University. The Residence Life and Counseling components of the START-UP are crucial in promoting a cohesive living and learning community where students live together with an emphasis on personal growth, academic maturity and an appreciation of diversity.

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 during the evening hours where Resident Mentors will participate in a combination of the following: duty, programming, chaperoning special trips, tutoring, peer mentorship, and/or crisis response. In addition, Resident Mentors are expected to provide an average of 2-3 hours daily during university business hours for meetings, daytime duty and related administrative tasks.

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 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

**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
- May 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