Rutgers Upward Bound Program  
2016 Summer Institute  
Resident Mentor Position Job Description

The Summer Institute is a vital part of the Rutgers Upward Bound & Upward Bound Math-Science experience. It seeks to provide high-school students with an on-campus immersion experience of college life. The 2016 Summer Institute dates are Saturday June 26, 2016 through Friday, August 6, 2016. The Summer Institute is an intensive, six-week, residential program, which all members of the Upward Bound community are expected to attend. The Summer Institute aims to create a college-like academic environment that encourages participants to develop autonomy, academic responsibility, and expand their knowledge of their own scholastic competencies in preparation for college.

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
• Supervises all students in transit to programs, class, events, and buildings on and off campus
• Assist with identification of parents, students and guardians for pick up or drop off of students.
• Serve as a chaperone for minors at all times including trips and special events
• 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