Residential Learning Communities
Job Description
2016-2017

What Does A Community Mentor Do?
Residential Learning Communities (RLCs) assist freshman residential students with their transition to NAU both academically and socially. The program’s intent is to provide meaningful contact with a Community Mentor, faculty, and peers in support of each new student’s academic and social development leading to higher engagement and persistence to graduation.

- Community Mentors **BUILD Relationships** with students in their community through individual and weekly meetings and CONNECT students to one another in the community.
- Community Mentors **CREATE programs and events** to assist RLC students with EXPLORING their major or area of interest.
- Community Mentors **EDUCATE RLC students about resources on campus** (including faculty, staff, and services) to assist with the DISCOVERY of their major or area of interest.

What Do I Do?

**Connecting with Students: (Approximately 50% of Position Duties)**

- Serve as a role model and mentor to RLC students in your Community (20-30 students).
- Meet individually with RLC students 2-3 times a semester (minimally).
- Facilitate Community Chats (weekly gatherings) with your RLC students.
- Connect students to resources on campus.
- Create study groups for your RLC students.

**Support Network: (Approximately 25% of Position Duties)**

- Meeting weekly and bi-weekly with faculty and staff (e.g. GA Supervisor, RHD, RA, Faculty Liaison, RLC Staff) to assist you in your role.

**RLC Events: (Approximately 15% of Position Duties)**

- Plan one spotlight event for your community each semester.
- Plan 1-2 other events that focus on the major or area of interest and involve faculty

**Sharing Information: (Approximately 10% of Position Duties)**

- Submit event planning paperwork including purchase orders needed.
- Complete timely entries into a web-based, note taking system (Beacon) on individual students for use by their support network.
- Complete payroll on a bi-weekly basis.
- Complete other administrative paperwork as assigned or needed.
Do I Qualify?

*For consideration, candidates must possess the following qualifications:

- Minimum CUM grade point average of 3.0
- Full-Time student (must be enrolled in minimum of 12 credits)
- Juniors, Seniors (by fall 2016) are preferred, but other qualified applicants will be considered
- Available for the full academic year (approximately August 29, 2016-May 12, 2017)

Other skills or mentoring attributes

- Strong interpersonal and organizational skills
- Knowledge of the University and assigned major (if appropriate) and faculty connections
- Self-motivation and ability to work autonomously

*Please note: Conduct and Background checks (a review of both will be required for all successful candidates)

Compensation

- $10.00 per hour.
- Can work up to 12 hours per week in the fall and 8 hours per week in the spring (Extracurricular and additional work commitments are limited to 10 hours (maximum) in the fall and 15 hours (maximum) in the spring).
- Will receive $50 in dining dollars during each semester employed in the position.

Training

Training is required for all Community Mentors. The level required includes the following:

- NEW Community Mentors: Mentor Class - REQUIRED for all new mentors. Successful completion (Pass/Fail) of a one-credit, 8 week class meeting on Thursday evenings from 7:00-9:30 p.m. beginning in March (TBD)(not paid)
- Cultural Experience: REQUIRED for the mentoring class. Tentative date is Saturday, April 9th all day training. (not paid)
- ALL Community Mentors: August Training – REQUIRED for all mentors, fall training will be held for 3-5 days the week before classes begin. Final date confirmation and location still to be determined at a later date. (partial pay)

NAU Employee Paperwork

- Spring 2016: Complete all payroll paperwork required by Northern Arizona University and background check paperwork required by Housing and Residence Life. (not paid)
- Spring 2016: Complete the FERPA, Sexual Harassment, Information Security Essentials tutorials, Kognito, My Student Body, and Safe Working and Learning Environment training as part of the Mentor Training. (not paid)
- August 2016: Complete the NAU Conduct, Ethics, Reporting, and Transparency disclosure. (paid)
- December/January 2017: Complete the on-line Peer Mentor Survey. (not paid)

Application Process

The application process will open on November 2, 2015 and the deadline to apply will be January 22, 2016 at 5:00 p.m.