

Community Mentor Position Description

The Community Mentor is a member of the Residential Life staff within the Student Housing & Residential Life (SHRL) department within the Division of Student Affairs and Enrollment Services. Community Mentors are student staff who, under the supervision of a Residence Life Coordinator (RLC), serve as an additional resource to residents for academic support and resources while working within a diverse community of students to foster student success measures in living-learning environments by building relationships, promoting engagement, and leading with an ethic of care.

The primary function of the Community Mentor is to provide advocacy, intervention, mentorship, and support to residential students who need assistance in being successful at the University of Houston through one-on-one intervention, leading academic initiatives, and sharing campus resources. The Community Mentor serves as an advisor to the residential community's Hall Council.

Community Mentors will comply with all policies, procedures, and conditions in the current addition of the *Student Handbook*, *Residence Hall License Agreement*, *Housing Resource Guide*, the Community Mentor Employment Agreement, and written expectations provided by your supervisor.

Residential Engagement, Academic Initiatives, and Student Success

- Facilitate residential engagement by creating an inclusive welcoming environment, being visible and available to community members, and providing opportunities for residents to interact. Community Mentors will maintain 10 – 15 office hours per week.
- Identify and support academic success, retention, and progress by meeting individually with residential students who need additional academic support based on departmental and community needs, such as students with a GPA between 2.5 and 3.0, academic assessments (EAB Navigate, iClicker, Resident Assistant meaningful connections, conduct meetings, etc.). Create educationally purposeful engagement opportunities focused on academic success strategies based on resources or assessments.
- Collaborate with the Faculty-in-Residence, themed or learning communities, and other campus partners to provide academic support.
- Develop and maintain relationships with residents. Address individual student needs and concerns by providing good customer service and responsiveness. Follow-up with residents to provide additional support or determine progress toward academic goals.
- Serve as an advocate, resource, referral, and communication agent for students connecting to campus resources and campus involvement. Assist students with forming connections in the community or university such as utilizing the Get Involved platform.

Hall Council

- Serve as the primary advisor for the community Hall Council.
- Work in conjunction with the Residence Hall Association (RHA) to advertise and manage the recruitment, application, interview, and selection of the Hall Council Board. Work collaboratively with the National Residence Hall Honorary (NRHH) including writing and encouraging members to write *Of the Month* nominations and nominate students for induction into NRHH.
- Meet with Hall Council Board members for one-on-one meetings.
- Attend Hall Council Board meetings; advise, assist, and attend Hall Council residential engagement opportunities.
- Attend and support RHA general assembly meetings.
- Manage the Hall Council budget.
- Advise Hall Council members to draft legislation to be presented to RHA during assembly meetings.

Administrative Responsibilities and Communication

- Record and report information as outlined on departmental and building-specific forms/processes (Keywatcher and card access, weekly reports, surveys, timesheets, etc.). Complete administrative work (i.e., responding to email, phone calls, etc.) as required and directed by supervisor.
- Serve as a liaison between residents and university personnel.
- Abide by university policies.

Training, Meeting, and Duty Responsibilities

- Attend and participate in all fall and spring training sessions as published in the employment dates. Complete all trainings by the appointed deadline.
- Attend and participate in weekly staff meetings, ongoing in-service training, and one-on-ones with your supervisor. Be prepared to discuss community issues, staff development areas, problem solving, and performance feedback.
- Assists with departmental sponsored events such as student staff selection, Frontier Fiesta, Family Weekend, Cougar Preview, and Weeks of Welcome.
- Other duties as assigned.

Qualifications/Eligibility

- Must be a transfer, candidate for admission, or currently enrolled student at the University of Houston. Undergraduates must be enrolled in a minimum of 12 credit hours and a maximum of 18 credit hours per semester. Graduate students must be enrolled in a minimum of 6 credit hours and a maximum of 12 credit hours per semester.
- Must have a cumulative and semester 3.00 grade point average to be eligible for application, appointment, and continuance. Completed 12 credit hours or 6 graduate credit hours the semester prior to, and each semester throughout the appointment.
- Preferred qualifications include experience working with student organizations, living in a residence hall, and working with college student populations.
- Must be in good standing with the university which includes not having a conduct or honor sanction during the application, appointment, and employment period; no outstanding payments due to the university by the time of employment.
- Complete a successful background check prior to the start of employment as this is a security sensitive position.
- Must return to campus prior to the official opening of both the fall and spring semesters and must remain after the official closing of both and fall and spring semesters as specified in the Community Mentor Employment Agreement.

Compensation

- Community Mentors are expected to have an active Residence Hall License Agreement and are provided one room space for the duration of appointment. The space is assigned by Student Housing and Residential Life. The housing and meal plan is excluded from income subject to taxes because your position requires you to live on the premises. Housing is furnished for the convenience of the University and for a substantial non-compensatory business reason, and it is a condition of employment necessitated by the proper performance of duties (SAM 03.D.06). The housing and meal plan compensation is submitted to the Office of Scholarships and Financial Aid. Consult with the Office of Scholarships and Financial Aid regarding the impact this position may have on your financial aid award.
- A meal plan only when dining facilities are open. The meal plan compensation is provided to staff members for the purpose of building relationships with residents in the dining halls during the academic year.
- A monthly stipend of \$500 per month. This is taxable income.

Expectations

- The Community Mentor position is a full academic year commitment with a maximum average of 20 hours per week with the expectation that the majority of this time will be spent interacting with residents. UH SAM. No. 02.A.34 applies to this position, specifically, section 2.6 which limits student employment to 20 hours per week during the academic year. This means that RAs are not permitted to have additional student employment on campus.
- Residence Life student staff are expected to limit outside activities so that those activities will not conflict with their position responsibilities as this is the principal non-academic activity for the student employee. Students who have major academic or extracurricular commitments should carefully review the situation with their supervisor prior to accepting employment as a Resident Assistant.
- If choosing work outside of the University, that position is to be limited to 10 hours per week and require approval from the supervisor and cannot conflict with Community Mentor responsibilities.