Department of Residences

PEER MENTOR – INTEREST BASED COMMUNITY

(4 POSITIONS: ARTS HOUSE, COMMUNITY SERVICE & SOCIAL JUSTICE, ECOHOUSE, ENTREPRENEURSHIP)

JOB DESCRIPTION

Reporting to the Residence Life Coordinator – Student Engagement & Leadership and in collaboration with members of the Residence Life Staff, the Peer Mentor – Interest Based Community is expected to promote a residence environment and sense of community that contributes to individual growth and successful group living. The Peer Mentor – Interest Based Community will live in and provide support to the assigned community made up of students enrolled in the assigned Living Learning Community (LLC)*. The Peer Mentor – Interest Based Community is responsible for developing strong relationships with their assigned community of students and creating an environment where students can both live and learn. The activities planned by the Peer Mentor are intended to complement the programming set out by the Department of Residences as undertaken by the Don of the community, all Residence Life Staff, and Residence Action Council, all of which are designed to give students living in residence an outstanding experience.

*The development and implementation of LLCs was a new initiative within the Department of Residences for the 2010-2011 academic year. The goal of such communities is to provide participants with additional support, resources and opportunities for development by engaging in related activities both on and off campus with faculty, staff and community partners.

ROLE:

1. To role model positive behaviour and demonstrate respect for self, others and the community.
2. To create a community atmosphere within the assigned LLC.
3. To develop and facilitate programs that meet the needs of the assigned LLC.
4. To maintain open communication with students and all parties associated with the assigned LLC.
5. To effectively and efficiently manage administrative duties.
6. Other duties as assigned by the Residence Life Coordinator – Student Engagement & Leadership.

RESPONSIBILITIES:

1) To role model positive behaviour and demonstrate respect for self, others and the community.

a) Be conscious of setting a good example for the students in the assigned LLC and all residence students both inside and outside the residence facilities, ensuring that you are acting in a mature, positive and responsible manner at all times.
b) Know and observe residence and university rules and regulations and encourage assigned students to do the same.
c) Demonstrate academic efforts as a priority.
d) Refrain from behaviours that would undermine your unique leadership position.
e) Respect the dignity and diversity of each resident and encourage the same from others.
f) Abide by community expectations established by House/Hall/Court/Block members.
g) Create an inclusive atmosphere and promote a sense of belonging to the LLC and campus community for each assigned student
h) Work cooperatively with residents to maintain the rights of all residents.
i) Maintain a standard of cleanliness and respect for all facilities after events take place within residence, on campus and in the greater community

2) To create a community atmosphere within the LLC.

a) Meet all students in the LLC as soon as possible and know them by name.
b) Assist with Residence Move-in Day where needed and be present in the LLC to greet students.
c) Establish, develop and maintain an open relationship with each member of the assigned LLC, regularly interacting with each member without showing favouritism or the perception of favouritism.
d) Attend the first meeting for the Hall on Move-In Day (Monday, September 5, 2011) as well as the Community Expectations meeting (Sunday, September 11, 2011).
e) Attend one additional House/Hall/Court/Block meeting each semester as scheduled by the Don of the community and encourage students in the LLC to regularly attend these meetings and participate in community events outside those you are responsible for facilitating.
f) Mentor, encourage and support students with their involvement within residence, on campus, and in the community including their academic endeavours.
g) Be available to residents in the LLC on a regular basis (including but not limited to the hosting of regular, posted office hours and making an effort to interact with students in person).

h) Facilitate monthly meetings with the LLC.

3) To develop and facilitate programs that meet the needs of the assigned LLC.

a) Determine needs of the assigned LLC and adjust programming to meet these changing needs as necessary.
b) Create a monthly newsletter for the assigned LLC.
c) Play an active role in Orientation Week attending events with students (including Shinerama) and assisting them with their transition to university.
d) Achieve the required number of programs and office hours (three office hours per week).
e) Organize and facilitate a minimum of two active programs per month.
f) Organize and facilitate an activity with faculty, staff or special guests a minimum of twice each semester.
g) Organize and facilitate one program, relating to the theme of the LLC, that takes the students off campus a minimum of once per semester.
h) Create a communications area on the floor that is kept up to date regularly (and updated bi-weekly) with academic information, upcoming events specifically for the LLC, related events on campus and any relevant information of interest.
i) Have a firm understanding of Risk Management and have all approval forms completed 21 days prior to any event.
j) Advertise effectively and creatively for upcoming events in a manner that reaches the students.
k) Encourage student involvement in planning programs/events whenever possible and in becoming involved in leadership opportunities.
l) Serve as a source of information about programs, resources and options available on campus, or seek out appropriate information.

4) To maintain open communication with students in the assigned LLC and all partners.

a) Keep the Residence Life Coordinator – Student Engagement & Leadership informed in a timely manner of programs and happenings within the community.
b) Attend all weekly/bi-weekly meetings with the Residence Life Coordinator – Student Engagement & Leadership on a regular and punctual basis.
c) Operate as a team member within the Department of Residences by developing a positive working relationship with the Don of the assigned community, as well as all other Residence Life Staff.
d) Alert the Don regarding any mutual concerns involving students in the community or violations of the Residence Community Guiding Principles and assist with solutions as necessary.
e) Work closely with the Don to monitor community dynamics, exchange information on upcoming events, and to assess the impact of the LLC on the House/Hall/Court/Block and in the building by meeting with them a minimum of once per month.
f) Develop strong, positive connections with all University staff and community partners acting as resources or supports to the LLC.
g) Communicate positively and directly with residents and all parties assisting with the LLC.
h) Communicate formally with the students each week (including but not limited to: meetings, newsletters, e-mail updates, office hours, blog, Facebook group, etc.)
i) Communicate informally with the students each week (including but not limited to: room visits, occassional meals with students, etc.) while maintaining position as a positive role model
j) Maintain confidentiality about job-related issues and information.
k) Attend mandatory training sessions (First training day for Peer Mentors in late August/early September, exact date TBA).
l) Initiate, support and enforce safety and security policies.
m) Disseminate information to students regarding personal safety and any policies or guidelines of community groups while off campus.
n) Seek assistance from the Residence Life Coordinator – Student Engagement & Leadership as needed.

5) To effectively and efficiently manage administrative duties.

a) Submit all paperwork (e.g., log sheets, programming evaluations, etc.) in accordance with assigned timelines.
b) Check and respond to email, voicemail, and messages daily.
c) Accurately document all programming expenses, remain within your programming budget, and submit all receipts within the allotted time frame.
d) Assist with promotional opportunities for the LLC as needed, which may include university/residence open houses or other times/events as assigned.
e) Assume full responsibility for keeping assigned keys/swipe cards safe and using them responsibly

CONDITIONS OF APPOINTMENT

The Peer Mentor - Interest Based Community must:

- be legally eligible for employment.
- have attained a satisfactory academic average (minimum 70% in four full credits) in the Fall/Winter session immediately preceding the term of appointment.
- be enrolled as a full-time student (at least 3 full credits) while in the position
- applicants with experience living in a Post Secondary residence setting will be given preference during the selection process.

REMUNERATION: Peer Mentors will receive a $500 honorarium at the end of each semester (may be decreased based on performance levels).

Please note: The Peer Mentor may choose to live in the LLC to which he/she is assigned by the Department of Residences but this is not required. Peer Mentors who choose to live on campus may be reassigned to a different room or at the discretion of the Department of Residences in response to the needs of the community. If a Peer Mentor chooses to live on campus, they must personally cover the cost of their residence room (in addition to any associated costs).

TERM OF APPOINTMENT:

The term of appointment is for the period beginning with training in August/September through to the end of April. Peer Mentors may be asked to remain in residence past the date of their last exam in both the Fall and Winter terms. This position requires non-traditional hours (many evenings and weekends) and typically between 8-10 hours per week in order to fulfill the requirements of this position.

Please note: in the event that a Living Learning Community does not have enough students apply for it to warrant its launch for Fall 2012, it may be decided that the Living Learning Community not be offered. In this circumstance, we would not require a Peer Mentor for the community and would communicate that to the successful applicant as soon as possible during the summer months.

CONTACT FOR INQUIRIES: Sandy Howe, Residence Life Coordinator – Student Engagement & Leadership, by e-mail at showe@brocku.ca

DEADLINE TO APPLY: 12:00pm (noon) on Friday, March 30, 2012