

2024-2025 MENTOR RESIDENT ADVISOR JOB DESCRIPTION

I. **TITLE:** Mentor Resident Advisor

II. **FUNCTION:** A Mentor Resident Advisor (MRA) is a student hired to provide leadership and carry out the Residence Life mission on a part-time basis in the residence halls. MRAs specifically engage students in personal development while promoting an inclusive, safe, and academically conducive environment for students who live in the Colorado School of Mines Residence Halls and Apartments.

III. **QUALIFICATIONS:** This position is open to all Mines students who:

1. Are in good academic standing with a cumulative grade point average of 2.5 or greater if an undergraduate student or 3.0 or greater if a graduate student.
2. Maintain a semester grade point average of 2.0 or greater if an undergraduate student or 3.0 or greater if a graduate student.
3. Will be registered at Mines as a full-time student for the 2024-2025 academic year.
4. Will be on campus during the entire academic year (Fall and Spring semesters).
5. Will reside on campus in their designated housing assignment.
6. Have attended Mines for at least one academic year by the start of the Fall 2024.
7. Relate well to a wide variety of individuals and groups.
8. Manage time effectively and execute their responsibilities.
9. Demonstrate high levels of self-awareness and sensitivity to others.
10. Attend required trainings:
 - a. Fall Training: Sunday, August 4, at 5:00PM through start of Fall classes.
 - b. Spring Training: Thursday, January 2, at 5:00 PM through start of Spring classes.
11. Complete summer remote training.

IV. **RESPONSIBILITIES:**

Community Development

1. Be present and reasonably available to residents in the halls, whether on duty or not. For extended time away from halls, see the conditions of employment section below.
2. Create an inclusive and accepting environment in assigned community by encouraging respectful conversations around topics of diversity and social justice.
3. Know each resident in assigned community well enough to identify individual needs and concerns.
4. Provide individual residents with assistance through informal peer advising and making referrals to appropriate resources.
5. Provide leadership and mentoring to residents.

6. Provide information enabling residents to adjust to the campus community and benefit from the college experience.
7. Know when and how to refer residents to appropriate campus resources for academic and personal needs.
8. Promote resident self-responsibility and respect for individual rights.
9. Participate in the development of community programs, community building activities, resident 1:1s as a part of the Residential Learning Model.
10. Facilitate community meetings several times per semester to update residents on pertinent policies, processes, and behavior expectations.
11. Promote and support the Community Council and Residence Hall Association (RHA).
12. Ensure all Bulletin Boards are covered and update one bulletin board per month as part of MRA educational passive programming requirements. Complete two door decorations per year.

Crisis Response

1. Participate in duty rotations for individual community staffs ensuring that each night is fully covered. Duty begins at 5PM and ends at 8AM weekdays. Additional coverage for the weekend and holidays is 24 hours. Duty consists of two rounds nightly in their assigned residential community.
2. Wear your assigned uniform (i.e., staff polo, community t-shirt, etc.) while on duty and in any Residence Life function or emergency.
3. Have a knowledge of Mines, its policies, regulations, and procedures.
4. Respond reasonably and calmly to emergencies or stressful situations.
5. Assist residents to accept responsibility for control of their behavior (i.e., quiet hours, alcohol consumption, and visitors) and physical maintenance of the community.
6. Confront and document violations of Mines Student Code of Conduct and Residence Life Handbook: Guide to Rights and Responsibilities when encountered. Follow up appropriately when necessary.
7. Carry assigned Mines on-call phone and answer all calls.
8. Support the facilitation of regularly scheduled fire drills.

Administrative

1. Conduct a minimum of three community meetings per semester – introductory, check-out, and pre-health and safety meetings – to ensure that residents are informed of policies, procedures, and scheduled activities.
2. Conduct at least one Health and Safety Inspection per semester as directed by the Residence Life Coordinator.
3. Complete all paperwork as assigned and required by the Residence Life Coordinator in a timely and thorough manner.

4. Conduct check-in and check-out procedures in a timely manner, including the completion of room condition reports at the beginning and end of the academic year, and assessment of resident room/community damage charges.
5. Conduct room and public area inspections and ensure all necessary building repairs have been reported. Follow-up to verify their completion.
6. Staff required desk hours at assigned community on your assigned on-call night. Desk hours are from 6PM-8PM each night, including weekends.
7. Participate in programs and department initiatives that may require weekend or after-hour attendance.

Staff

1. Attend all required staff meetings/programs as assigned.
2. Attend regular 1:1 meeting with direct supervisor (i.e., semi-weekly for one hour or weekly for 30 minutes).
3. Attend monthly meetings with Mentee(s).
4. Maintain confidentiality of information while being sensitive to information which necessitates consultation with other Mines staff members.
5. Serve as a mandatory reporter and campus security authority for Mines.
6. Demonstrate overall leadership in applying the mission, vision, and values of Residence Life.
7. Collaborate with other members of the Residence Life staff in the performance of their duties.
8. Cover front desk hours in extenuating circumstances.
9. Work closely with and support the custodial and maintenance staff, Campus Dining Service staff, Mines PD, and other campus colleagues.

Mentorship Responsibilities

1. Concentrate on-call responsibilities at the beginning of the fall semester.
2. Serve in a leadership capacity for a combination of the following, (taking approximately 10 hours of work per semester):
 - a. Community-level committees and responsibilities (i.e., supporting building-wide programming, supporting Community Council, leading ongoing staff development and training, etc.).
 - b. Serve as a mentor to new RAs (i.e., facilitate monthly 1:1 meeting with protégé and serving as a resource and referral guide)

Other Duties as Assigned

1. Perform and follow through with any other appropriate task and/or responsibility as directed by a member of the Residence Life professional staff.

V. CONDITIONS OF EMPLOYMENT:

1. Actively participate in the required training throughout the year. These trainings include summer remote training, Fall and Winter Training, ongoing training events, and staff meetings.
2. Report regularly to your supervisor.
3. Serve periodically as designated “on-call” staff member. Must be able to serve, including but not limited to, holidays, when classes are not in session (i.e., Fall Break, Thanksgiving Break, and Spring Break), weekends, and E-Days.
4. Participate in evaluation of job performance.
5. Generally, be on campus and available to residents when the residence halls and apartments are open and communicate with a supervisor when taking extended leave of absence from the community (i.e., more than three consecutive days).
6. MRAs can expect to stay longer and return earlier from school breaks to prepare to (re)open communities.
7. Mentor Resident Advisors are expected to give priority to their job responsibilities over extracurricular activities and other employment. (MRA must communicate with their supervisor all extracurricular activities, other employment, and academic internships).
8. Due to the significant time commitment of the MRA role, Residence Life recommends a maximum of 10 hours per week (including travel time) of additional employment.
9. It is recommended that class registration is limited to no more than 18 hours of credit per semester while employed as a Mentor Resident Advisor. Taking course loads greater than 18 hours should be discussed with a supervisor in advance to the start of the semester.

VI. TERM OF EMPLOYMENT: 2024-2025 Academic Year

- VII. REMUNERATION:** Mentor Resident Advisors receive a stipend of \$230 per month, plus room and a chosen Residence Life student staff meal plan. This compensation includes assigned training work over the summer. For each additional year of employment in the Mentor RA role, a staff member will receive an additional stipend of \$10 per month (up to an additional \$20).

PLEASE NOTE: This position may affect the amount of financial aid you receive. Consult the Financial Aid Office to determine the impact on your financial aid if you have questions.