WINONA STATE UNIVERSITY HOUSING AND RESIDENCE LIFE
Community Mentor Employment Agreement

The Housing and Residence Life program is committed to promoting a welcoming, inclusive, safe and engaging living and learning environment. Community Mentors (CM) serve as mentors for students in the Residential Learning Communities (RLC) and event planners in the Residence Halls. They assist the Hall Director (HD) with community development in the RLCs and hall programming. They assist the ADRL with late-night events or house competitions. The specific responsibilities of a CM include the following:

Eligibility Requirements
1. Be a full-time student in good academic standing and maintain a minimum 2.5 cumulative GPA
2. Limit academic coursework to no more than 16 credit hours per semester unless pre-approved by your HD
3. Forego all other employment or club/organizational leadership position unless pre-approved by your HD
4. Be in good conduct standing with the University at all times
5. Successfully complete a criminal background check as required by Minnesota state law
6. Complete all staff trainings as assigned by the HD and/or Department, including Assessment Day Training, Mini-Retreats, Winter Training, and Spring Retreat

Welcoming
1. Exhibit genuine concern and interest for residents by being available, approachable, and accessible
2. Check mailbox, emails, and hall website at least once daily to ensure timely communication
3. Return approximately 1 ½ weeks prior to Fall Opening in Residence Halls to complete staff training and prepare halls for student arrival
4. Be available for 5 open door hours per week
5. Work 5 hours at either the hall front desk or West Campus programming office per week.
6. Create and foster a Residential Learning Community environment that fosters personal growth and academic success

Inclusive
1. Initiate contact with, get to know, and develop a positive relationship with each student in the RLC
2. Ensure that each resident is respected and valued in your community by creating a culture of inclusion and positive respect
3. Actively support and promote campus activities surrounding social justice, equity, and inclusion.
4. Attend one diversity/inclusion speaker/event per semester
5. Develop and cultivate an understanding of various work styles, strengths, and personalities of your teammates to ensure a positive and effective staff team
6. Assist in management of the RLC budget and programming budget and use proper discretion when purchasing

Safe
1. Ensure confidentiality of student data and information by following departmental policies for maintaining and accessing student data (electronic and physical documents/information)
2. Submit a weekly report to your HD

Updated 10/26/18
3. Communicate effectively with the HD, including all relevant information about actions or behaviors that may endanger students or others within the halls
4. Use discretion when communicating needs and concerns of students and maintain privacy
5. Serve as a mediator for conflicts involving residents of the community
6. Utilize strong problem-solving and crisis response skills
7. Understand and abide by all policies and rules as specified in the Housing and Residence Life handbook, the WSU Student Code of Conduct, and the WSU General Catalog
8. Serve as a Campus Security Authority (CSA) as a mandatory reporter for WSU
9. Stay on closed weekends and finish assigned tasks before breaks and closing

Engaging
1. Act as an initial support to students who are experiencing academic, personal, social or financial concerns and make referrals when necessary
2. Support the faculty instructor as a teaching assistant for a specific OR 201 class the coordinates with your community
3. Assist with the class planning, attend and assist with all classes, field trips, and activities
4. Collaborate with other Community Mentors to plan House Competitions or late night event series
5. Plan, advertise, and execute events and activities in your Residence Hall as instructed by your HD
6. Actively support Hall Council, RHA, and NRHH by encouraging participation from your community and through collaboration and attendance at their meetings and events
7. Attend and participate in weekly staff meetings as directed by the HD
8. Attend and participate in bi-weekly one-on-one meetings with your HD
9. Attend and participate in bi-weekly CM program planning meetings