



H.R.E.C. Community Development Mentors

Job Description

Non-Discrimination Statement

Neither the University nor the Union shall discriminate against an employee because of race, sex, age, color, national origin, religion, genetic information, physical or mental disability (including learning disabilities, intellectual disabilities, neurodivergency, past/present history of mental disorder), gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, socioeconomic status and/or background, first-generation student status, ethnicity, caste, indigenous status, citizenship, immigration or visa status, ancestry, or any other legally protected status and membership or non-membership in any labor union. Discrimination includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

Overview

The Community Development Mentor (CDM) will assist students in navigating the college experience at Worcester Polytechnic Institute and connect them with opportunities for engagement on campus and within their residential community through programming and social opportunities.

Job Description

Community Development Mentor's will work approximately 20 hours per week to engage individual students, maintain a visible presence in the hall/area, implement events, and attend regular meetings. The Community Development Mentor's core responsibilities are listed below; however, the execution of these responsibilities may vary based on location of placement. Responsibilities include:

- Serve as a role model and positive representative of the Housing & Residential Experience Center.
- Foster an inclusive community through building a sense of belonging and well-being among residents through creating a supportive, inclusionary, and safety minded environment.
- Complete door tags for assigned students prior to start of each semester.
- Complete bulletin boards for each assigned community prior to the start of each semester.
- Plan and implement community wide, building wide, and area events as outlined in the Community Development Model.
- Participate in start of the year programming for residential students including New Student Orientation events.
- Hold floor social opportunities with students at regular intervals as outlined in the Community Development Model to connect them to each other and University engagement/involvement opportunities.
- Provide information about student needs and well-being to supervisors on a regular basis as part of the wrap-around support to students.
- Foster relationships with residential students by maintaining a visible presence in the area. Where appropriate, refer students to appropriate HREC staff members.
- Attend community events with residential students.



- Complete monthly passive and active resident recognition activities within the assigned hall or area.
- Hold 5-10 weekly office hours, depending upon schedule, to complete administrative and program planning tasks and to maintain visible availability hours for residents.
- Address student needs within the community by working in collaboration with Residential Mentors and Community Support Assistants.
- Submit work orders on resident's behalf and follow up with them to ensure work order completion.
- Submit CARE reports for students who may be experiencing challenges or need outreach from campus resources.
- Fulfill HREC departmental responsibilities and duties as assigned, which are including, but not limited to:
 - Attending regular group and individual meetings with supervisors.
 - Participating in move-in days, opening, & closing operations.
 - Attending all required trainings and department-wide events.
- Other responsibilities and duties as assigned.

Application Requirements

- Full-time undergraduate or graduate enrollment at Worcester Polytechnic Institute.
- Good conduct standing with the Dean of Students Office, Equal Opportunity & Outreach Department, and Housing & Residential Experience Center
- Good academic standing
- This position is for one academic year with the opportunity for reappointment following a performance evaluation.

If you anticipate a need for any accessibility-related accommodations or auxiliary aids to attend or participate in the application and hiring process, please contact the Office of Accessibility Services. We ask that you provide at least 3-5 days of advanced notice regarding your equal access needs.

Compensation

Housing Waiver: Full Housing Waiver for a First-Year Double or stipend (taxable) of equal value, distributed in term payments

Meal Plan: Gompei 200

Yearly Stipend: \$600