



H.R.E.C. Residential 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 Residential Mentor (RM) will assist students in navigating Worcester Polytechnic Institute and support students throughout their experience within their residential community. The focus of the RM's work is on supporting students' social, personal, interpersonal, academic and related concerns and needs.

Job Description

Residential Mentors will work approximately 20 hours per week to engage with individual students, maintain a visible presence in the hall/area, and attend regular meetings. The Residential 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.
- Participate in start of the year programming for residential students including New Student Orientation events.
- Schedule and hold Gompei Chats with residents for regular check-ins.
- Maintain and update logs of student interactions.
- Recognize and assist students with social, personal, interpersonal, academic, and related concerns and needs.
- Provide assistance and mediation in resolution of conflicts between roommates or floor members. Engage in conflict resolution and de-escalation strategies. Refer residents to campus resources for further support when needed.
- Provide education to residents about conflict resolution, including available campus resources.
- Know, communicate, and enforce WPI and residence hall policies and regulations fairly and consistently while displaying good judgment.



- Be familiar with campus resources and services including but not limited to Student Development and Counseling Center, Student Health Center, Dining Services, Financial Aid, Heebner Career Development Center, Collegiate Religious Center, Campus Police, Dean of Students, Accessibility Services, Student Activities, Academic Advising, Diversity, Inclusion and Multicultural Education, and International Students and Scholars.
- Assist Community Directors with student check-ins for CARE Team and/or students of concern forms.
- Hold 5-10 weekly office hours, depending upon schedule, to complete administrative tasks and to maintain visible availability hours for residents.
- Address student needs within the community by working in collaboration with Community Development Mentors and Community Support Assistants.
- Submit work orders on resident's behalf and follow up with them to ensure work order completion.
- Fulfill HREC departmental responsibilities and duties, 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 (Upper-Level Double priced at the value of a First-Year Double)

Meal Plan: The 14 Meal Plan (95% waiver)

Yearly Stipend: \$100