

Changemaking Mentor for First-Year Students Job Description

Honors College Mission Statement

To give students a place where intellectual curiosity, hands-on knowledge, interdisciplinary collaboration, service, and compassion for one another are central to their experience. We are committed to advancing a diverse, inclusive, and equitable community where all members have the opportunity, understanding, and support to thrive and to pursue a life and career with purpose.

Curiosity. Knowledge. Purpose.

About the Changemaking Mentor Program – Focus on First-Year Students

The mission of the Honors College Changemaking Mentor program for First-Year Students is to support the Honors College experience of incoming students, and ease the first-year transition to college. Honors College Changemaking Mentors for First-Year Students are live-in, part-time student leaders within the Honors College residence hall. Changemaking Mentors for First-Year Students work to support first-year Honors College students in their transition to college life through facilitating a diverse, equitable, safe, healthy, and inclusive environment, changemaking-based mentoring, collaborating with Honors College faculty and staff, collaborative programming, and supporting the overall mission of the Honors College first-year experience.

Changemaking Mentor for First-Year Students Core Responsibilities

- **Mentoring & Student Support:** Be available, accessible, and visible to all mentees and serve as a resource for student-initiated questions, issues, and concerns. Become acquainted with students in assigned communities through 1:1 meetings and build rapport that fosters open communication. Be knowledgeable about general Honors College core requirements and provide referrals as necessary. Help students with organizational skills, priority making, and time/task management, serve as a role model, and help students understand the expectations of college level work, and how you adjusted to it. Promote and refer students to appropriate on-campus resources that foster student support and success on campus, as well as make appropriate and timely referrals to Honors College staff, emergency reporting, and the University student support reporting process.
- **Collaborative Programming:** Assess community needs and create and implement at least three programs, events, and activities per semester to address those needs, with three programs per year connected to the Changemaking Communities outcomes for a total of six programs. Collaborate with Residence Life staff, Honors College partner organizations, and other campus partners to support community development goals and in-residence programming, and facilitate opportunities for residents to participate in the program planning and implementation process. Follow through on all program planning processes, anatomy of a program forms, and assessment plans.
- **Inclusive Community Development:** Foster Honors College community involvement through community-based programs and promote a safe, healthy, diverse, equitable, and inclusive community. Encourage an environment where all students, regardless of race, class, religion, ability, gender, sexual orientation, and other identities can learn and be engaged in the life of the Honors College and University. Develop a positive relationship with the Resident Assistant and Residence Life staff in the community. Promote student engagement through participation in Honors College and university-wide events and leadership opportunities. Encourage interest in academics and activities through the use of

communication tools (Microsoft Teams/GroupMe) of public areas, bulletin boards, newsletters, social media, etc. Attend and encourage your residents to become engaged in Honors College and Rutgers-wide programs and events. Create a bulletin board template in your community and update regularly with flyers and important information throughout the academic year.

- **Administrative Duties:** Submit program proposals, weekly reports, and evaluations on a timely basis. Attend monthly Residence Life staff meetings within the community (*if applicable*). Provide consistent and timely communication with supervisor, team members, and colleagues (e.g., checking email regularly, responding to phone calls, and Microsoft Teams/GroupMe messages). Provide supervisor with accurate and timely information regarding the community and student concerns. Maintain regular communication with the community through group e-mails, social media posts, and flyer postings. Support general administrative work and needs of the Honors College, and attend regular meetings and trainings to further personal and professional development.
- **Serving as a Team Member/Role Model:** Behave in a manner consistent with departmental and staff expectations. Act as a role model and referral agent for student questions and concerns, and give and receive feedback in a professional manner. Appropriately and respectfully maintain confidentiality procedures and understand the need to report concerns in all matters involving students. Be knowledgeable about the policies of Residence Life and refer crisis situations to your Resident Assistant or Residence Life Coordinator. Lastly, work to balance multiple commitments and handle stress appropriately.
- **Confidentiality:** Maintain confidentiality when it comes to decisions regarding institutional changes at Rutgers and/or in the Honors College.

Changemaking Mentor Evaluation

Changemaking Mentors will be formally evaluated by their supervisor in a 360 Degree Feedback format, which includes self-evaluation and evaluation of the overall Changemaking Mentor program. Evaluation meetings will be scheduled once per semester. The Changemaking Mentors will be assessed in five areas: Mentoring & Student Support, Collaborative Programming, Administrative Duties, Inclusive Community Development, and serving as a Team Member/Role Model. Changemaking Mentor supervisors will be primarily responsible for evaluating Mentors, but the Lead Mentors and Mentor team will have an informal role in this process as well.