

# LEADERSHIP MENTOR JOB DESCRIPTION

**JOB DESCRIPTION:** The Leadership Mentor serves as a mentor for the students participating in the Residential Leadership College in the Department of Housing and Residential Life and provides leadership during the Residential Leadership College as group facilitators. A Leadership Mentor strives to represent the department with the utmost enthusiasm and professionalism while recruiting and interacting with prospective students and their families, current students, and staff members. Leadership Mentors are selected on the basis of displaying professionalism, interest in and sensitivity to people, quick problem solving skills, their success in the academic setting, and their ability to handle autonomy. Candidates must have lived on-campus for at least two semesters (including the current semester), and should possess excellent public speaking and interpersonal skills. The Leadership Mentor position is a 9-month position with opportunities for 12-month employment.

The main responsibility of the Leadership Mentor is to provide leadership development and to represent the Department. The Leadership Mentor should be available for the Residential Leadership College, weekly staff meetings, and special events held by the Department. The Leadership Mentor shall also help to serve as a role-model for those living in Housing and Residential Life and facilitate a positive living and academic environment by doing the following:

- Building relationships within Housing and Residential Life
- Remaining up-to-date on current Housing and Residential Life policies and information
- Role modeling a positive and professional attitude and behaviors
- Promoting Housing and Residential Life at all events for prospective and current students
- Promoting student involvement in University and Housing and Residential Life committees, activities and events
- Providing opportunities for residents to look at the world from different perspectives
- Serving as a campus and community resource
- Supporting the academic and personal missions of the affinity housing

The Leadership Mentors are also responsible for the following administrative tasks:

- Bi-Weekly contact logs with Residential Leaders
- Facilitate Residential Leadership College Leadership Curriculum
- Six office hours weekly in the Student Leadership and Academic Development Office
- Representing the Leadership and Academic Development Office at various campus events
- Hall Government attendance
- Maintaining Residential Leader Database
- Serve as group facilitators for the Residential Leadership College
- Reporting maintenance and facility concerns
- Training before and after the regular semesters
- Tracking of Hall Government Programming
- Other duties as assigned by the Housing Coordinator for Leadership Development

Once hired, Leadership Mentors must be full-time students with a semester and cumulative GPA of 2.5 or higher. Leadership Mentors are also required to live in the community for which he/she is assigned.

**Remuneration:** Full room in the assigned hall, and meal plan of \$1,150.00 per semester for suites and apartments or \$1,550.00 per semester for community living environments.

*\*\* Room and board plan can affect the amount of federal financial aid provided. If you are a recipient of aid, please work with the Financial Aid office to see how this may affect your aid. \*\**

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*race, color, religion, sex, national origin, disability or protected veteran status. OSU-Stillwater is a tobacco-free campus.”*