Live-In Mentor Duties & Responsibilities Manual

This is an abbreviated copy of the Live-In Mentor Duties and Responsibilities Manual. Please review this information before submitting your application to make sure you have a strong understanding of what the job entails. This is a working document, and as such some details may change for next year.

Responsibilities

The role of a Live-In Mentor is to help students “learn how to learn” through study group leadership. They support residents by offering academic guidance, leading course-specific study groups, holding office hours, and working with the larger Residence Life team to create academic-focused programming. As live-in staff, Mentors should be community oriented and have strong organizational, interpersonal, and problem-solving skills, as well as integrity and flexibility. Live-In Mentors are expected to prioritize their position with Residence Life after their academics. The Mentors in Residence program is expanding and those selected for the team will play a part in the program’s development, for example by providing feedback or supporting pilot initiatives. Live-In Mentors receive the value of the room they are assigned as a taxable benefit, as well as a stipend of approximately $1700.00 paid out over the course of the academic year.

Job Requirements/Qualifications

- Be formally registered with the University of Ottawa as a second-year student or higher
- Display leadership, communication, and organizational skills
- Have a proven ability to work in a team environment
- Be in good academic standing
- Have at least a B+ grade or higher in the course to be facilitated
- Demonstrate a strong comfort level bilingually (French and English), both written and oral

Specific Duties

- Organize and lead weekly study group sessions
- Keep a detailed journal of attendance, activities conducted, questions raised, problems encountered and successful techniques used during study group meetings
- Help students develop learning skills such as test preparation and problem solving
- Prepare a review session at the end of each semester to help students prepare for exams
- Provide feedback, suggestions and recommendations to supervisors in order to develop the program
- Offer enriching academic programs tailored to the needs and interests of his/her students (2 large scale events per semester, and smaller scale workshops)
- Attend all weekly meetings with the study group Coordinators and other study group leaders.
- Participate in required Residence Life and SASS Training:
  - Summer training: attend a two-day training period prior to move-in weekend, to acquire or review the knowledge and skills needed to succeed in this position
  - Spring Training: Mentors attend a one-day training session that will focus on Residence teams for the following academic year
  - On-Going Training: Mentors attend training sessions throughout the year which focuses on team building, personal enrichment, and job-related skills
- Address and document issues as they arise in residence in accordance with training provided. Make necessary referrals as needed, and conduct student follow-up as per Residence Life Coordinator requests
- Submit all required documentation on time (evaluation forms, weekly logs, peer evaluations)
- Work with the greater Residence Life team (i.e. Community Advisors) to foster community, ensure safety, and support students in residence.