



Residential Life Mentor (RM) Position Description

INSTITUTIONAL PURPOSE & VISION

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- *God is present in all creation.*
- *Each person is valuable and deserves respect.*
- *Education prepares people to build a better world.*
- *In community, everyone grows.*

VALUES & STANDARDS

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of **COMMUNITY, FAITH, SERVICE & RESPECT**, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.

GENERAL SUMMARY

The Residential Life Mentor (RM) understands that the student experience is a complex reality involving both a challenging academic curriculum and engaging co-curricular activities. It is also an opportunity for each student to immerse themselves in their communities, to serve those around them, and be expected to be involved in extracurricular activities. The Residential Life Mentor (RM) provides support, planning & organization of activities and operations of the residence center to enhance the student life experience.

RESPONSIBILITIES & DUTIES

1. Work with the Director of Residential & Student Life to oversee the day-to-day operation of a residence hall including supervision, organizational planning, discipline follow-up and administrative tasks.
2. Attend & participate in monthly staff and floor meetings and any required staff trainings.
3. Works to create supportive, nurturing atmosphere in the dorm & be available on a daily basis to provide academic support, counseling and resources to students.
4. Resides within the boarding community and shares after-hours on-call duties.

QUALIFICATIONS AND SKILLS

- Must demonstrate strong organizational, supervisory, and multi-tasking skills.
- Must possess exceptional communication skills.
- Must be able to work with confidential information.
- Ability and willingness to act as a role model in conduct and appearance
- Must submit to a background check, complete Virtus and Defensive Driver Training provided by the school.
- Experience in campus housing or an interest in working with a culturally diverse community of boarding students.

BENEFITS & WORK SCHEDULE

This position includes room and board, along with a stipend. Flexibility is required regarding scheduling and supervision of students. The required work schedule includes shared weekend desk/driving shifts and occasional evening hours. It is a ten-month position, with the option to remain living in the dormitory year-round (conditional upon continued employment).

TO APPLY

Applications are available in the Cotter Schools Business office, 1115 W. Broadway, Winona, MN. Or send an e-mail with a resume to:

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