



Residential Life Mentor (RM)

Role Summary

Title: Residential Life Mentor (RM)

Department: Residential Life

FLSA Status: Exempt

Classification: Salaried

Reports to: Director of Residential & Student Life **Reviewed:** August 6, 2021

Institutional Purpose and 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 and 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.

Role Purpose

The Residential Life Mentor (RM) understands that the boarding student experience is a complex reality involving both a challenging academic curriculum and engaging co-curricular activities. The Residential Life Mentor (RM) provides support, planning & organization of activities and operations of the residence center to enhance the student life experience.

Position Duties & Responsibilities:

1. Work with the Director of Residential Life to oversee the day-to-day operation of a residence hall including supervision, organizational planning, discipline follow-up and administrative tasks.
2. Check email, WhatsApp and Orah daily and several times during shift duty for information and updates about residents.
3. Responsible for management of on-call phone while on-duty (including overnight), including answering phone calls, checking message/texts, and following up as necessary.
4. Attend & participate in monthly staff and floor meetings and any required staff training.
5. Actively participate in new-resident orientation.
6. Work to create a supportive, nurturing atmosphere in the dorm & be available on a daily basis to provide academic support, counseling and resources to students.
7. Understand and implement security procedures such as securing the residence hall, emergency response drills, and usage of master keys.
8. Use the ORAH System to track activity in the residence hall including check-in/outs, passes, infractions, and floor checks; use ORAH to record and communicate student issues and information as needed.
9. Communicate regularly with other Residence Life Staff regarding student issues, dorm-wide issues, maintenance concerns, and other applicable items as needed.
10. Communicate with parents, teachers and Cotter staff as needed.
11. Walk through the residence hall a MINIMUM of every 1-2 hours to monitor activity and provide ACTIVE supervision.
12. Work with students and fellow staff to maintain a clean and safe living environment.
13. Organize and chaperone dorm activities and attend required dorm meetings.
14. Conduct regular room inspections ensuring student rooms meet the expected standard and follow-through with requested changes for rooms that do not meet the expected standard.
15. Be physically present for all meals in the cafeteria while on duty to provide student supervision and to build a sense of community.
16. Reside within the boarding community and share after-hours on-call duties.
17. Enforce Cotter student handbook and Cotter Residence Hall handbook rules.
18. Engage with students outside of regular work hours.

Essential Functions and Competencies:

- 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.

Required 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 15 hours of scheduled work/week which includes weekend desk/driving shifts and occasional evening hours. 50 hours per academic semester of additional work spent chaperoning trips is also expected. This is a ten-month position, with the option to remain living in the dormitory year-round (conditional upon continued employment).

Education and Experience:

- Related experience in campus housing or an interest in working with a culturally diverse community of boarding students.