

## Village Mentor | Position Description

### Overview of the Position

- I. **Position Summary:** NC State's village mentors connect residents with living and learning village experiences and themes. The village mentor assists residents in establishing peer-to-peer relationships, developing knowledge and skills, linking residents to resources, and participating in activities connected to a living and learning village theme. All village mentors serve in one of NC State's 14 living and learning villages, including
  - A. Academic-Affiliated: Albright Entrepreneurship, Arts, EcoVillage, Engineering, Exploratory Studies, Honors, and Students Advocating for Youth (SAY).
  - B. Non-Academic Affiliated: Black Male Initiative, Global, Impact Leadership, Native Space, Transfer, Wellness, and Women of Welch (WOW).
- II. **Employment Dates:** Employment in this position is for one academic year. Individuals hired can request to return through the yearly request to return process.
  - A. Start date: Sunday, August 6, 2023 (5:00 p.m.)
  - B. End date: Sunday, May 5, 2024 (5:00 p.m.)
- III. **Work Schedule:** Hours for the position vary between the academic year, training, and periods when the residence halls are closing or opening.
  - A. Average hours during the academic year: The position averages 10 hours a week. Specific work hours vary depending on the needs of the living and learning village. Many responsibilities are completed during the afternoon and evenings through midnight when activities are planned.
  - B. Hours during student staff training and move-in and move-out periods: The position averages 35 hours a week for the first two weeks of employment. Specific hours vary with significant responsibilities completed during the day between 9:00 a.m. through 6:00 p.m.
- IV. **Work Location:** Position duties and responsibilities are performed in-person on NC State's main campus in Raleigh, North Carolina within one of University Housing's residential communities.
- V. **Supervisor:** All village mentors report to a village director and a graduate assistant.

### Duties and Responsibilities

- I. **Residential Education**
  - A. Attend, facilitate, lead, and participate in on-campus and off-campus activities connected to the living and learning village theme.
  - B. Facilitate digital engagement by assisting in managing social media, Moodle, and other communication platforms that promote living and learning engagement.
  - C. Support planning and implementation of events associated with guest artists, scholars, faculty, and living and learning village initiatives.

**II. Peer Mentorship**

- A. Develop positive interpersonal relationships with all living and learning village participants by being approachable, available, participating in community development activities, and sustaining regular interactions.
- B. Establish and sustain opportunities for living and learning village participants to create peer connections and develop positive interpersonal relationships.
- C. Encourage active engagement within the living and learning village, including helping participants to explore the theme and engage in personal interests associated with the theme.
- D. Model engagement in academically-linked activities, including coursework, seminars, symposiums, performances, and the use of living and learning village-specific spaces.

**III. Inclusion**

- A. Advocate and model acceptance, appreciation, and response for all residents.
- B. Demonstrate a consistent willingness to interact with all residents regardless of various cultures, beliefs, values, or identities; including race, ethnicity, gender, gender expression, sexual orientation, socioeconomic status, ability, ideology, religion, and national origin.
- C. Commit to learning and understanding how cultures, values, identities, and experiences shape perceptions and biases.

**IV. Training and Development**

- A. Participate in all required training and continuing education experiences.
- B. Attend regularly scheduled team meetings and one-on-one meetings with supervisors.

**V. Other Responsibilities**

- A. Understand and follow emergency procedures to report crises, incidents, and emergencies with an ethic of care and refer residents to appropriate resources.
- B. Complete all administrative responsibilities supporting the department's operations as identified to sustain accurate reporting and records.
- C. Attend and provide staff support to NC State outreach events, including but not limited to Experience NC State, University Open House, and Engineering Open House.
- D. Work shifts during opening and closing processes to facilitate resident move-in and move-out.
- E. Complete all duties as assigned to support NC State's operations, including but not limited to working at service desks, assisting with mail operations, and working in the dining hall during emergencies or inclement weather events.

**VI. Compliance**

- A. This position must handle confidential information appropriately and is bound by the Family Educational Rights and Privacy Act (FERPA). This position is also a Campus Security Authority (CSA) under the Clery Act as well as reporting responsibilities under Title IX for any crimes or incidents of sex discrimination of which they are made aware. In addition to reporting, training is required for these designations.

## Eligibility Requirements and Qualifications

To qualify for the position, an individual must be enrolled at NC State and meet the following eligibility requirements and qualifications:

- I. **Credit Hours:** Enrolled in at least 12 undergraduate or nine graduate credit hours during the Fall and Spring semesters.
- II. **Grade Point Average:** A minimum of a 2.8 cumulative grade point average at the time of appointment, and once employed, maintain a minimum of 2.8 cumulative and semester grade point averages.
  - A. Preferred Grade Point Average: Academically-affiliated living and learning villages may require a cumulative and semester grade point average above 2.8.
- III. **University Disciplinary Charges or Sanctions:** Students are not eligible for the position if, at the time of the employment offer, the start of employment, and during employment:
  - A. They are on Academic Integrity Probation for less than one complete Fall or Spring semester related to academic misconduct as identified in the Code of Student Conduct; or
  - B. They have any active sanctions for non-academic misconduct as specified in the Code of Student Conduct.
- IV. **Housing Application and Agreement:** Complete an NC State housing application, which includes acceptance of the housing agreement during the Housing Selection process.
- V. **Terms and Conditions of Employment:** Read, understand, and agree to the position's terms and conditions before beginning employment.

## Compensation and Resources for the Position

The total compensation and resources for individuals who begin work on the official start date and conclude employment on the official end date:

I.	<b>Stipend</b>	\$2,500.00	Taxable income paid biweekly during the employment dates
II.	<b>Value of Technology</b>	\$376.00	ResNet/internet and streaming/cable
III.	<b>Housing Credit</b>	\$3,526.00	\$1,763 credit distributed in Fall and \$1,763 distributed in Spring
		<b>\$6,402.00</b>	<b>Total value of all compensation and resources</b>

Compensation and resources for the position are prorated for any student who begins employment after the official start date or concludes employment before the official end date of employment.

## Affirmative Action / Equal Opportunity Employment

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran.

If you have general questions about the application process, you may contact University Housing via email at [housingjobs@ncsu.edu](mailto:housingjobs@ncsu.edu). Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148 or email [ada\\_coordinator@ncsu.edu](mailto:ada_coordinator@ncsu.edu).

Final candidates are subject to criminal & sex offender background checks. NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.