Overview of the Position

I. Position Summary: NC State’s village mentors connect residents with living and learning village experiences. 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 living and learning villages, including:
   A. Academic-Affiliated: Albright Entrepreneurship, Arts, EcoVillage, Engineering, Exploratory Studies, Honors, and Students Advocating for Youth (SAY).

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: Monday, August 5, 2024 at 8:00 a.m.
   B. End date: Sunday, May 4, 2025 at 6:00 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 weekly. Work hours vary depending on the needs of the village mentor’s assigned living and learning village.
   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 between 9:00 a.m. through 6:00 p.m.

IV. Work Location: Position duties and responsibilities are performed on-site and in-person within NC State’s Raleigh, North Carolina 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 all planning and implementing 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 and 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 explore the theme and engage in personal interests.
   D. Model engagement in academically-linked activities, including coursework, seminars, symposiums, performances, and the use of living and learning village-specific spaces.

III. Training and Development
   A. Participate in all required training and continuing education experiences.
   B. Attend mandatory scheduled team meetings and professional development experiences **weekly**, **every Wednesday from 6:00 p.m. until 8:00 p.m.** unless excused to for classes or other academically-related activities confirmed by an academic advisor.
   C. Meet with the supervisor for one-on-one meetings as decided by the village mentor and supervisor.

IV. 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.

V. Compliance
   A. Handle confidential information appropriately, bound by the Family Educational Rights and Privacy Act (FERPA).
   B. Under the Clery Act, serve as a Campus Security Authority (CSA).
C. Complete all reporting responsibilities identified by Title IX, including any crimes or incidents of sex discrimination of which they are made aware.

D. Participate in all required training associated with FERPA, the Clery Act, and Title IX.

### Eligibility Requirements and Qualifications

Eligibility and qualification for this position require enrollment at NC State and meeting the identified requirements:

I. **Background Check**: Ability to be endorsed for employment by NC State’s Human Resources after completing a criminal background check.

II. **Credit Hours**: Enrolled in at least 12 undergraduate or nine graduate credit hours during the Fall and Spring semesters.

III. **Grade Point Average**: A minimum of a 2.5 cumulative grade point average at the time of appointment, and once employed, maintain a minimum of 2.5 cumulative grade point average.

IV. **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 active sanctions for non-academic misconduct as specified in the Code of Student Conduct.

V. **Housing Application and Agreement**: Complete an NC State housing application, including acceptance of the housing agreement.

VI. **Terms and Conditions of Employment**: Read, understand, and agree to the position’s employment terms 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. **Stipend** $2,500.00 This is the total amount you will be paid for the period of employment.

II. **Value of Technology** $350.00 ResNet/internet and streaming
III. Housing Credit

$3,650.00  All village mentors assigned to work in a residence hall receive a $1,825 credit distributed in the Fall, and a $1,825 credit distributed in the Spring semesters.

$4,300.00  All village mentors assigned to work in an apartment receive a $2,150 credit distributed in the Fall, and a $2,150 credit distributed in the Spring.

$6,500.00  **Total value for village mentors in a residence hall**

$7,150.00  **Total value for village mentors in an apartment**

Any village mentor employed after the identified start date or concluding employment before the official end date receives their stipend, value of technology, and value of housing prorated based on their actual start or end dates. Additionally, the value of technology and housing credits are reported to the Office of Scholarships and Financial Aid.

**Affirmative Action and Equal Opportunity Employment**

I. **Summary**: 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.

II. **Questions and Accommodations**: For general questions about the application process, contact University Housing via email at housingjobs@ncsu.edu. Individuals requesting reasonable accommodations as defined by the Americans with Disabilities Act (ADA) should request an ADA accommodation through the Office of Institutional Equity and Diversity.