Resident Mentor

University Summer Programs hires Resident Mentors (RMS) to support the students who participate in the SOAR and EXCEL residential high school summer program. Resident Mentors are integral to the success of these programs and are directly supervised by the Director of Summer Programs and the Program Director. RMS also work in close partnership with the Program Assistants, Instructors and Instructor Assistants. The RMS are responsible for the safety, well-being, team building and overall success of participants. An extended list of duties can be found below. Become part of a fun and exciting summer leadership team while sharing your enthusiasm for Xavier with the next generation of college students.

SOAR: Stress On Analytical Reasoning is a residential 3 week program that prepares high school seniors in verbal and analytical reasoning and provides early exposure to college life and science and health careers. In addition to participating in thought provoking courses and laboratory practicums, participants will have the opportunity to explore the cultural richness of New Orleans through field trips and activities.

SuperScholar EXCEL: is an intensive 3-week residential program that is geared toward high school seniors who are interested in pursuing college degrees in the arts, humanities, social sciences, and education. In addition to participating in thought provoking courses, participants will have the opportunity to explore the cultural richness of New Orleans through field trips and activities.

Resident Mentor (RM) Important Dates:

<table>
<thead>
<tr>
<th>EXCEL Resident Mentors</th>
<th>SOAR Resident Mentors</th>
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</thead>
<tbody>
<tr>
<td>Employment Dates: June 14- July 11</td>
<td>Employment Dates: June 28- July 25</td>
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<tr>
<td>RM Training: June 14- June 16</td>
<td>RM Training: June 28- June 30</td>
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<tr>
<td>Student Check In: June 18</td>
<td>Student Check In: July 2</td>
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<tr>
<td>Student Check Out: July 7</td>
<td>Student Check Out: July 21</td>
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<tr>
<td>Program Dates: Sunday, June 18- Friday- July 7</td>
<td>Program Dates: Sunday, July 2- Friday- July 21</td>
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<tr>
<td>Staff Wrap Up: July 10-11</td>
<td>Staff Wrap Up: July 24-25</td>
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Resident Mentors are responsible for the following:

- Providing evening supervision in the residence halls, to and from campus locations and events, etc.
- Acting as a leader and role model for all participants
- Establishing a healthy, warm and leadership rapport with students
- Enforcing the rules and guidelines asset forth by Xavier’s Pre-College Summer Programs
- Chaperoning student field trips
- Assisting with opening/orientation and closing day activities
- Assisting with the development and implementation all special events
- Providing course work support and/or tutoring as needed
- Providing administrative support to instructors and office staff: attendance, newsletter, incident reports, etc.
- Serving on an on call team duty schedule
- Completing other duties assigned by the leadership team

**Conditions & Expectations:**
- The term of full-time employment is based on your corresponding program dates including evening and weekend hours as noted.
- **RMs may not hold any other employment during their assigned work times.**
- **RMs cannot enroll in summer courses during program dates.**
- RMs must participate in all Summer Staff trainings.
- RMs must live on campus during the employment period.
- RMs are expected to follow all the rules and guidelines set forth by Xavier University and the Summer Program Staff. Failure to do so will result in immediate termination.
- The Director of Summer Programs must approve all leave requests from Wednesday May 31 – Friday, July 21, 2017.

**Qualifications:**
- Strong understanding of Math, Biology or Chemistry and problem solving skills;
- Ability to teach mastering difficult concepts;
- Be interested in and possess a passion for working with young students;
- Possess the belief that all students have the ability to learn and succeed;
- Be a registered, full-time student at Xavier University (graduating seniors are eligible to apply);
- Maintain a cumulative GPA above 2.5;
- Have ability to set priorities, exhibit sound judgment, and deal effectively with the public;
- Have effective communication skills, organizational skills, and mature sense of responsibility;
- Possess a positive and uplifting attitude;
- Have the ability to be a self-starter and to complete projects with limited directions;
- Creative and innovative in subject matter;
- Confident and motivating;
- Willingness to learn new concepts and apply new skills;
- Have a sense of humor, ability to work under pressure, work independently and as part of a team;
- Exhibit a strong sense of pride for Xavier University;
- Be proficient in Microsoft Office, including Word and Excel

**Compensation:**
- Compensated at a rate of $12/hr for the program enrollment period

**Application Process:**
1. Complete the online application by March 22\textsuperscript{nd} at 5pm.

2. Email your resume and letter of interest to \texttt{summerprograms@xula.edu}.
   
   \textit{In the email subject indicate “Resident Mentor”}

3. Attend a Mandatory Group Interview on Friday, March 24\textsuperscript{th} from 5:30pm-6:30pm

4. Candidate Interviews will be conducted April 4\textsuperscript{th}, 10-12\textsuperscript{th} (more dates tba)

\textbf{Application Deadline March 22, 2017 at 5pm}

\url{www.xula.edu/summerprograms/studentstaff}

\textbf{SAMPLE PROGRAM SCHEDULE}

<table>
<thead>
<tr>
<th>Week Days</th>
<th>8:00-10:15</th>
<th>10:30-11:40</th>
<th>1:15-2:30</th>
<th>2:45-4:15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>Speech and Debate</td>
<td>Guest Speaker</td>
<td>Critical Thinking Bootcamp</td>
<td>AfAm History</td>
</tr>
<tr>
<td>Group 2</td>
<td>Guest Speaker</td>
<td>Speech and Debate</td>
<td>AfAm History</td>
<td>Critical Thinking Bootcamp</td>
</tr>
<tr>
<td>Group 3</td>
<td>Guest Speaker</td>
<td>Speech and Debate</td>
<td>AfAm History</td>
<td>Community Outing/Site Sightseeing</td>
</tr>
<tr>
<td>Group 4</td>
<td></td>
<td></td>
<td></td>
<td>Community Outing/Site Sightseeing</td>
</tr>
<tr>
<td>Weekends</td>
<td></td>
<td>Brunch</td>
<td>Community Outing/Site Sightseeing</td>
<td>Community Outing/Site Sightseeing</td>
</tr>
</tbody>
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* Breakfast 7:30 am - 8:00 am; Lunch 11:50 am - 1:05 pm; Dinner 5:00 pm – 6:10 pm
* Meals will be served in the University Center Cafeteria.
* Study Hall held Sunday-Thurs from 6:30-8:00 pm.
** Quiz Bowl held Friday Evenings