

Resident Mentor Position Description

2027-2028

Job Overview

Resident Mentors play a key role in creating residential communities where students feel connected, supported, and able to thrive. As student staff members, they serve as mentors and peer leaders, building relationships with residents, and providing guidance, encouragement, and individualized support. Resident Mentors foster belonging, help students navigate challenges, and connect them to resources that support their personal, academic, and social well-being. Through proactive engagement and intentional mentorship, Resident Mentors empower residents to develop healthy habits, pursue their goals, and make the most of their college experience.

Essential Functions

Specific duties for all Resident Mentors include the following, as well as other duties as assigned:

- Maintain a regular presence in the residence hall remaining accessible at various times of the day, evening, and weekends
- Foster connections with residents through programming, one-on-one conversations, proactive resident care and follow-up with students after issues or concerns arise, conflict resolution, and resource referral
- Maintain community safety by knowing, modeling, enforcing, and explaining policies about the Guide to Living on Campus and conduct system
- Work specified on-call shifts throughout each semester responding to issues that arise in the community by providing crisis support, resource navigation, ensuring that facilities issues are addressed quickly, and documenting behavioral concerns and other issues
- Assist with Housing operations including hall opening/closing, health and safety checks, and room inspections
- Utilize university software and technology systems to provide administrative support by completing required documentation, tracking student engagement and community trends, and maintaining communication with supervisors, colleagues, and students to inform decision-making and enhance the resident experience
- Maintain confidentiality of private student information
- Contribute to a positive staff team dynamic through displaying initiative, supporting others, sharing tasks and participating in department and campus initiative

Content Areas & Roles

Involvement

The Resident Mentor for Involvement focuses on connecting students to campus life through community-focused programming, hosting intentional conversations, and offering resources that foster engagement to campus and the surrounding Cincinnati community. The RM for Involvement will:

- Understand and model the importance of engaging in co-curricular experiences

- Provide resources, host events, collaborate with organizations, and lead activities in the residential community. RM for Involvement will take residents to events and programs that encourage peer to peer mentorship, belonging on campus, and connection to the greater Cincinnati community, working closely with the following offices:
 - Center for Student Involvement
 - Student Leadership Programs
 - Center for Community Engagement
 - Fraternity & Sorority Life
- Assist students in identifying co-curricular experiences that relate to their unique strengths, interests and goals, including organizations, programs, events, volunteer opportunities, and other activities
- Utilize university engagement platforms to promote campus involvement opportunities, connect residents to programs and organizations, and support students in exploring co-curricular experiences

Academic Success

The Resident Mentor for Academic Success focuses on promoting academic confidence by providing programming, peer coaching, resources, and facilitating opportunities that empower residents to achieve their academic goals, develop lifelong learning skills, and explore pathways connected to their unique strengths, interests, and career aspirations. The RM for Academic Success will:

- Understand and model the importance of academic achievement, professional and personal goal setting, and lifelong learning
- Promote and model academic success through skill-building workshops, faculty engagement, and resources that support student learning, growth, and achievement in coordination with the following partners:
 - Learning Commons
 - College Tribunals
 - Accessibility Resources
 - Bearcat Promise Career Studio
 - College of Cooperative Education and Professional Studies

Well-Being

The Resident Mentor for Well-Being focuses on prioritizing the holistic wellness of residents by providing programming, peer support, and tailored resources that promote and empower residents to care for their physical, emotional, social, and mental well-being. The RM for Well-Being will:

- Understand and model the dimensions of well-being to promote holistic wellness
- Identify the needs of individual students and offer support through programs, trainings, and other initiatives in coordination with the following partners:
 - UC Student Wellness Center
 - University Health Services
 - Campus Recreation Center
 - Counseling and Psychological Services
 - Dean of Students Office

Minimum Requirements

- Must be registered as a full-time undergraduate student
- Must be in good conduct standing with the University
- Must maintain a minimum cumulative GPA of 2.50 each semester during the term of employment
- Must successfully complete a criminal background check
- Attend mandatory pre-fall training (takes place in August) and winter training (takes place in January)
- Resident Mentors cannot serve concurrently as a President or Vice President of the Undergraduate Student Government

Knowledge, Skills, Abilities

- Ability to work collaboratively within a care-centered team environment
- Effectively engage with students from a wide range of backgrounds
- Ability to establish and maintain professional and supportive student and staff relationships
- Strong interpersonal, verbal, and written communication skills
- Demonstrate active listening, conflict mediation, and problem-solving
- Strong organizational and time-management skills with the ability to manage multiple responsibilities
- Proficiency with Microsoft Office and other technology platforms
- Receptive to feedback and commitment to ongoing personal and professional development

Benefits

- Room and Board Fringe Benefit: Students should investigate the impact the RM position may have on their financial aid package. Please consult with the Office of Financial Aid regarding RM remuneration and its implications.
- Bi-weekly stipend