

# **ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS**

## **JOB DESCRIPTION**

**POSITION:** Residential Mentor

**REPORTS TO:** Dean of Students

**PURPOSE OF THE POSITION:** The Residential Mentors are 10-month full-time staff charged with the oversight and safety of students.

**CLASSIFICATION:** Non-Exempt

### **RESPONSIBILITIES AND PERFORMANCE STANDARD:**

Duties include, but are not limited to:

- Educational, recreational and social programming for students.
- Interpreting and maintaining the policies established in the Student Handbook.
- Transporting students to activities and medical appointments.
- Serving “in loco parents” to assigned students.
- Supporting activities and academic programs.
- Communicating on a regular basis with students and staff.
- Assisting in the Residential Life Office.
- Being present on assigned floors between evening bed check and start of class day.
- Covers assigned shifts through the day.
- Maintains a safe and clean floor.
- Performs other relevant duties as assigned.

### **POSITION QUALIFICATIONS:**

- Bachelor’s Degree from an accredited college/university is required.
- Residential Life work experience preferred.
- Demonstrated ability in verbal and written communication.
- Personal skills and characteristics necessary for success in the position are:
  - Creativity,
  - Flexibility,
  - Organizational skills,
  - Team building,
  - Sense of humor and enthusiasm.