

Resident Mentor Position

Summer 2012 (May 7th to August 5th)

MSU Kellogg Biological Station, Hickory Corners, Michigan

DEADLINE FOR APPLICATION:

Open until Filled; application review will begin March 1, 2011.

RESPONSIBILITIES

Kellogg Biological Station (KBS) is seeks an individual to provide on-site logistical support and guidance to undergraduate students in our summer programs. The mentor is expected to live on site (room and board provided) and be on duty ~ 20 hours a week, mainly during the evening and weekend hours

The key responsibilities of this position will be:

Orientation and social initiatives

- Plan community building activities including weekend field trips, movie nights, trips to the grocery store, etc.
- Maintain ongoing contact with residents individually and as a community; be approachable and receptive.
- Encourage students to take advantage of the recreational, social, and academic opportunities at KBS.
- Participate in activities and be visible to residents by eating with them at the dining hall, participating in programming, etc.

Supervision/Safety

- Know MSU and KBS safety procedures and respond to emergencies. Provide appropriate interventions as necessary.
- Support University and KBS policies, regulations and procedures.
- Keep supervisor informed of any issues with students or student housing (e.g. serious interpersonal problems, mentor-mentee problems, dormitory/apartment problems)

Problem Resolution and Conflict Management

- Assist residents in establishing community standards; work to create a consistent civil and respectful atmosphere.
- Address inappropriate student behavior and assist students with ways to change behaviors through the educational discipline process and making appropriate decisions.
- Mediate conflicts between residents.
- Encourage the development of an environment that is inclusive of diverse backgrounds.
- Interpret and explain university, academic, and housing policies.
- Refer students in need of help (health, mental health, mediation etc) to appropriate resources, make appropriate referrals and follow-up.

PAY/COMPENSATION

Resident mentor will receive a \$3000 stipend for the summer. Room and board (single private apartment) and meals (17 meals/wk) are provided. Apartments are furnished, and

include TV with cable, wireless internet, kitchen, and private bathroom. The resident mentor will also have access to MSU vehicles for activities and emergencies. The vehicles will not be for personal use.

QUALIFICATIONS

The mentor will need experience in leadership, planning, implementing fun and engaging group activities, and group problem solving. A valid drivers license is required; a background check will be required before employment. Love of the outdoors and ability to swim and/or canoe a plus, MS or enrollment in a MS/PhD graduate program preferred. Previous experience in residence life, study-abroad, or other student life programming strongly preferred.

CONDITIONS OF EMPLOYMENT

The job requires that the mentor be in residence at KBS and live on site in the Sherriff apartment for the duration of this appointment (May 21 to Aug 5, 2012). Mentors need to be must be available and accessible to residents evenings and weekends. A reasonable work schedule would include 30 hours per week of availability at varying intervals. Driver's license required.

TO APPLY:

Please send Resume or CV, cover letter explaining your interest in the position and relevant experience, and names of 3 references via email to:
KBSsummer@kbs.msu.edu

Documents in PDF format preferred.

Address applications to:

Rachel Prunier, PhD
Acting Asst. Director for Education
Kellogg Biological Station
3700 E. Gull Lake Dr.
Hickory Corners, MI 49060