

Job Title: Pre-College Mentor (Residential Mentor) – SUMMER 2024 position

Location: Main Campus. This is a fully in-person position.

Position Summary:

Pre-College Mentors (PCMs) are undergraduate students, or recent graduates (May 2024) who work under the direction of the Director of Summer and Pre-College Programs to ensure smooth operation of summer pre-college programs for high school students.

The residential PCM position is primarily responsible for assisting with the 24/7 logistics of pre-college programs for high school students, particularly with overseeing residential life and student activities, and ensuring a safe, engaging, and positive community experience for all pre-college students. Potential candidates must have strong communication and organizational skills and leadership qualities. They must be able to consistently display good judgment and attention to detail, work collaboratively with others in a group dynamic, and be positive and supportive of the intellectual development of young adults. Overall, they must be a supportive mentor to pre-college students.

Essential Job Responsibilities:

Housing

- Assist in the coordination of administrative aspects of housing and student life, including resident move-in and out, student transport, room inspections, and daily wake-up and curfew checks.
- Live in minors-only residence hall throughout the program and supervise students who live in the residence hall.
- Monitor and assist in addressing safety and community concerns by following pre-college policies and procedures. Concerns may include, but are not limited to, illness and injuries, roommate disputes, student mental health and anxiety, student conduct, etc.
- Abide by and enforce pre-college policies and report unsafe/inappropriate behavior.
- Manage the on-call cell phone and take occasional overnight on-call shifts. Respond to any after-hours emergencies while on-call and follow the on-call reporting line to escalate concerns as needed.

Student Life/Activities

- Assist in the planning and execution of evening and weekend activities, which may take place on- or off-campus. Attend events as scheduled and promote enthusiastic student participation and safety.
- Lead travel off-campus (local only) for field trips and assist with supervision of students off campus.
- Work with other PCMs to foster sense of community in campus housing, and among non-residential students.
- Promote the development of positive relationships among pre-college students, and between pre-college students and pre-college staff.

Other

- Serve as mentors and resources about program logistics, policies, procedures, and structure.
- Assist in the collection of administrative data, including attendance and program evaluation forms.
- Assist in the evaluation of individual pre-college students according to a coordinated pre-college rubric.
- Work with other pre-college mentors and staff in a friendly and professional manner.
- Perform other duties as assigned.

Minimum Qualifications: Current college student or recent graduate (i.e. May 2024). Interest in working with high school students. Experience as a resident assistant, camp counselor, peer mentor, or a similar position is a plus.

Selected candidates will be required to obtain all required federal and state pre-employment clearances to work with minors. These clearances will be paid for by Temple University. No candidate will be permitted to work until all clearances are on file with Temple's Human Resources department. Failure to obtain clearances will result in a rescinded offer of employment.

Schedule: Employees in this position can expect to work approximately 40 hours per week, including mornings, evenings and weekends. These hours may vary each day, but schedules will be provided two weeks in advance. Employees can expect 1-2 days off per week, which may vary each week.

The weeks of June 17 and July 1 will be paid training. You will have the week of June 24 off. Pre-college students will move in on July 7 and the residential component of your role will begin at that time.

Compensation: \$17.50 per hour during training weeks and then \$700 stipend per week during residential weeks, plus accommodation in a single room in a Temple residence hall for the duration of the residential program. The earliest possible move-in day for this position is Friday, July 5. This position is not eligible for overtime.

To Apply: Send an email with a cover letter and resume to Marcello Cioffi at marcello.cioffi@temple.edu.