Bunting-Cobb Graduate Mentor Opportunities - AY 2014

These positions serve as mentors to the learning community and are responsible for ensuring community success. Concretely, this means that graduate mentors are accessible to students in the community, and visible in the community. Mentors attend community programs and work together to create and sustain an atmosphere conducive to academic and social success. Graduate Mentors serve as a representative and ambassador to departments, centers, bureaus and institutes that relate to STEM. Graduate Mentors take an active role in engaging students in active learning about STEM majors, introducing them to additional resources on and off-campus, and encouraging them to connect their classroom learning to co-curricular experiences. The Graduate Mentor positions require approximately 7-15 hours per week, contingent on the week’s events and programing schedule.

The Bunting-Cobb Graduate Mentors In Residence are required to:

- Attend New/Transfer student Move-In Day.
- Arrange monthly meetings with students to provide one-on-one and/or group advising.
- Schedule drop-in hours weekly for student mentoring and advising sessions.
- Collaborate with Lead Mentor and Douglass Project Coordinator Beth Bors in scheduling and execution of Bunting-Cobb Tutor program. (Tutor admission into the building, monitoring and recording Tutor hours, and reporting Tutor hours to the Douglass Project office).
- Each be responsible for creating and implementing the Student Welcome Program per semester in addition to three (3) STEM based academic, career, and/or community building programs per semester.
- Attend all day Douglass Leadership Training/BC Program Planning Session. (August/Date TBD)
- Collaborate with Bunting-Cobb PAL, Bunting-Cobb FIGS House Course PIs, Resident Assistant, Residents Life Hall Director and Douglass Project Coordinator, Beth Bors when planning and implementing programs.
- Attend monthly update meeting with BC PAL, BC FIGS House Course PIs, and DP Coordinator Beth Bors.
- Provide bi-weekly updates to DP Coordinator Beth Bors.
- Support DRC/DP Recruitment Initiatives as requested. Mandatory Rutgers Day participation in the Douglass Project venue.
- Create community environment in residence hall.
- Complete and submit Program Summary and Program Budget Request forms to Lead Graduate Mentor and DP Coordinator Beth Bors.
- Track student attendance at Bunting-Cobb Graduate Mentor events and programs.
- Residence Hall Communication.
- Participate in a performance review process at the middle and end of each semester.
- Other duties related to the above.

Lead Graduate Mentor In Residence (1):

Compensation:

Lead Graduate Mentor In Residence receives single housing in Bunting-Cobb Residence Hall, an annual stipend of $5,500.00 paid bi-weekly and a 75 RU Meal Plan with $250 Knight Express per semester.

The position of the Lead Graduate Mentor In Residence presents many opportunities for professional development as a group leader and an administrator. Additional responsibilities:

- Coordinate collaborations with the Woodbury/Bunting-Cobb leadership groups.
- Ensure all programs are implemented as planned.
- Identify Tutors and direct Bunting-Cobb Tutoring Program.
- Write and submit the Bunting-Cobb Annual Report at the end of the Spring Semester.
**Programming Graduate Mentors In Residence (2):**

**Compensation:**
Programming Graduate Mentor In Residence receives single housing in Bunting-Cobb Residence Hall, an annual stipend of $4,500.00 paid bi-weekly and a 75 RU Meal Plan with $250 Knight Express per semester.

The position of the Programming Graduate Mentors In Residence presents many opportunities for professional development as an administrator. Additional responsibilities:

- Create and implement the weekly Bunting-Cobb e-newsletter. E-Newsletter to include, current STEM news, announcements and updates for all BC programs and events, RU STEM related events and Douglass Residential College programs and events.
- Oversee BC Computer Lab – Ensure printers have toner, communicate computer problems with IT group and DP Coordinator Beth Bors
- Maintain BC Resource Library – Ensure resources are current and communicate requests for additional resources to DP Coordinator Beth Bors

**Douglass Project Graduate Mentor In STEM – Non-Residential**

**Compensation:**
Douglass Project Graduate Mentor In STEM receives an annual stipend of $5,500.00 to be paid bi-weekly.

The **Douglass Project Graduate Mentor In STEM** is required to:

- Develop, implement and/or support new/existing Douglass Project STEM program initiatives Will include bi-weekly meetings and a weekly update to the DP Coordinator Beth Bors.
- Assist with STEM student advising.
- Develop and implement two (2) programs per semester for the Douglass Project and/or Bunting-Cobb Residence Hall. These may be in collaboration with the Mentors in Residence or other departments.
- Collaborate with Bunting-Cobb Graduate Mentors in Residence in planning and implementing end of semester programs, and other programs as required.
- Attend New/ Transfer student Move-In Day and will be required to be in attendance for Welcome Event move-in weekend.
- Attend Rutgers Day and participate in Douglass Sustainability Committee venue.
- Attend monthly update meeting with BC PAL, BC FIGS House Course PIs, and DP Coordinator Beth Bors.
- Participate in a performance review process at the middle and end of each semester.