

I. General Job Description:

Norcia Mentors (NMs) are established or emerging student leaders who have expressed a commitment to further develop their own leadership abilities while engaging with first-year students and guiding them through the transition to college life. NMs will work directly with 1 to 3 first-year students while living in community with their mentees and pursuing lasting relationships with their peers. They are responsible for fostering an environment that encourages and supports leadership in all its forms, and will actively participate in forming the shared expectations and values of the floor. NMs are expected to be involved in floor and campus-wide activities and to encourage first-year students to follow suit. As role models and leaders, they must be in good academic and judicial standing. Characteristics of a Norcia mentor include integrity, enthusiasm, a positive attitude, reliability, open-mindedness, school spirit, sincerity, empathy, resourcefulness, and experience.

II. Primary Responsibilities:

- Encourage leadership among first-year students and help them identify leadership opportunities.
- Generate a positive attitude about membership in the SMU community and empower students to take ownership of their experience and affect change on and off campus.
- Familiarize students with college life at SMU, and assist students in getting to know one another.
- Work collaboratively with the floor RA to respond to residents' needs and develop shared community standards & values.
- Know, support, and model University and Residence Life policies and procedures.
- Serve as a role model and confidant to mentees and other community members.

III. Routine Responsibilities:

- Meet weekly formally with mentee groups and monthly with mentees individually.
- Attend and participate in all scheduled floor meetings, mentor training meetings, and workshops.
- Attend and participate in all Norcia community events and ensure attendance of these events by your mentees.
- Co-present a floor workshop or facilitate one BLP-based discussion per semester.
- Complete weekly reports detailing mentee interactions and submit them electronically on a weekly basis.
- Supervise the planning and preparation of one to two community dinners per semester with your mentee group as well as participate in the clean-up of one to two additional community dinners per semester attend all community dinners throughout the semester.
- Participate in floor activities and a minimum of two Benedictine Leadership Program workshops (Phase 1) to build upon leadership skills and set an example for first-year students.
- Serve actively on two mentor committees throughout the year.
- Participate and help develop community assessments once per semester (e.g. focus groups, surveys, forums, etc.).
- Assist with new student move-in and be available throughout the Incipio orientation program.

IV. Requirements:

- Integrity, enthusiasm, a positive attitude, critical thinking skills, strong interpersonal skills, resourcefulness, responsiveness, reliability, and leadership experience.
- Willingness to take reasonable risks and to learn from others.
- Full participation in mentor/leadership training and development opportunities, including retreats, meetings, and Benedictine Leadership Program workshops.
- Completion of Phase I of the Benedictine Leadership Program and reside in the Norcia Leaders Community. Norcia mentors must also participate in Phase 2 of the Benedictine Leadership Program.
- Availability for Student Leader training, new student move-in, and throughout Incipio (Aug. 19-26) and Winter Training (Jan. 21-22).
- Good academic and judicial standing.
- Willingness to live by and support the philosophy and policies of Saint Martin's University and to accept the responsibilities of the Norcia mentor position.

V. Remuneration: Spangler single suite will be provided at a Baran double rate. Additionally, a \$250 room discount will be applied to your student account for each semester as a mentor, contingent upon satisfactory performance.

If a Norcia mentor fails to comply with the job description and responsibilities indicated herein, he/she may receive appropriate consequences up to and including dismissal from the position and a housing reassignment.

My signature below indicates that I have read and agree to the terms and conditions described above.

Norcia Mentor (Print)

Norcia Mentor (Signature) Date

Residence Life Professional Staff (Print)

Res. Life Pro. Staff (Signature) Date