

# HEAD MENTOR

## High School Summer College

Each summer, Summer College welcomes 700–900 of the world’s most academically-advanced high school students to Stanford’s campus for the 8-week Summer Quarter as visiting undergraduate students. One third of Summer College students are international, some experiencing US classrooms and college life for the first time. The students are given many of the freedoms and responsibilities that come with attending college. While Summer College students are mature for their age, they rely on Summer College staff to help aid in their transition to college life. The Summer College staff, as a whole, has all the responsibilities of a Freshman Dean’s Office—orient new students to the Stanford campus and academic life; offer relevant programming and support to facilitate this transition; help build community among new students; and help students who are struggling in this transition.

High School Summer College also offers the option for students to participate in a Service Learning Themed Residence. Residential staff in these residences participate and create high-quality programming tied to the house’s theme including service trips, civic engagement workshops, and trip debriefs.

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## Position Overview

In addition to Summer College Mentor responsibilities (see the Mentor job description for more information), the Head Mentor will assume an additional leadership role within the residence. Head Mentors provide logistical support to the House Director (HD) of their residence and serve as a leader for other Summer College residential student staff.

It is imperative that applicants recognize the Residential Life organizational structure during the summer varies greatly from that of the academic year. Though Head Mentors report to the Assistant Director of Student Life, they are supervised by the House Director (HD) of their residence on a daily basis. As highly motivated graduate students in Student Affairs programs at other institutions, HDs will be far more involved in residence life than Resident Fellows are during the academic year.

## Dates

- Eight-Week Program (8 positions): June 19 – August 20, 2017 (plus training week)
- Nine-Week Program (1 position): June 19 – August 27, 2017 (plus training week)

## Essential Functions

In addition to the Essential Functions outlined in the [Mentor job description](#), the Head Mentor assumes the following leadership roles.

- **Financial Management.** The Head Mentor is responsible for managing the House budget. Head Mentors are permitted to use the Departmental Purchasing Card and must do so in compliance with University and Departmental policies. This responsibility includes submitting receipts and other required paperwork in a timely manner.
- **Student Conduct.** Head Mentors will conduct meetings with residents regarding low-level policy violations such as curfew or noise, as assigned by their House Director. The goal of these meetings is to incite behavioral change and encourage a better understanding of the policies and the impact of violations on the community. Head Mentors may also track and evaluate outcomes related to policy violations.
- **Administrative Duties.** Head Mentors coordinate, manage, and participate in the curfew check-in, “Mentor On-Call,” and “Doctor of the Day” schedules for their respective houses. Head Mentors also serve as the lead in coordinating and developing the weekly house meeting.

## Ideal Candidate

Though Head Mentors do not have supervisory responsibilities; they serve as in-house leaders for the other residential student staff. As such, this position is an exceptional opportunity to gain experience leading your peers. In addition to the Ideal Candidate as described in the Summer College Mentor job description, this position is ideal for a highly motivated, organized individual. The successful candidate will be comfortable enforcing policies with students and peers.

## Terms of Employment

- *Room and Board.* Mentors are expected to live in the residence hall room they are assigned for the duration of the Summer Quarter being highly visible and available to serve as a resource for residents. This expectation includes eating the majority of meals with residents in the Summer College dining facilities.
- *Outside obligations.* Mentors may pursue outside work or other activities on- or off-campus up to 20 hours per week. Mentors must disclose information about their outside work and courses to the Office of Collegiate Programs, and the office may consult with a Mentor’s other employers as needed. Outside work or other activities and Mentor hours should not exceed 40 hours per week. Mentors should not have outside responsibilities (e.g., job or class) on the weekends or evening (e.g., after 6pm) during the week. Mentors plan and run a weekly mandatory House Meetings on Tuesday nights, and therefore generally cannot make outside plans on Tuesday evenings.
- *Alcohol and drug policy:* Summer College residents have a zero-tolerance alcohol and drug policy. As Summer College Mentors and other residential staff are expected to be role models, no residential staff members may consume, possess or be under the influence of alcohol or drugs anywhere in or near the residences of Summer College.

Failure to abide by this policy will result in immediate termination of employment and suspension of housing and dining privileges. Staff members who are under the age of 21 are expected to abide by state and federal laws and not consume alcohol. No staff member should use illicit substances, whether illegal drugs, misuse of prescription drugs, or other substances intended to cause impairment- or intoxication-like effects. Use of alcohol if under 21 or use of illicit substances is grounds for immediate termination and loss of housing and dining privileges. If you are on-call, you may not be under the influence of alcohol or other substances.

- *On-call and Curfew.* The residential student staff members work as a team to ensure 24/7 coverage of the “Mentor On-Call” (lockouts, emergent and urgent issues, other resident needs) and “Doctor of the Day” (accompanying students to Vaden, Urgent Care, the emergency room, etc.) responsibilities. Mentors will serve in each capacity 2-3, 24-hour periods per summer. Each Mentor will be responsible for curfew check-in (early curfew from 9-10pm and normal curfew 12m) approximately 1-3 times per week.
- *Conduct and Policy Enforcement.* Residential student staff will adhere to, administer, and enforce policies and procedures as outlined in the Summer College Student Handbook, the [Fundamental Standard](#), Behavioral Agreement, [Honor Code](#), [Alcohol/Substance Abuse Policy](#), the Stanford Residence Agreement, and all other University and Summer Session policies. Mentors must be willing to address, document, and handle disciplinary situations and serve in a position of authority in the Summer College residences and within the Summer Session community.
- *Training and Welcome Weekend.* Mentors are required to attend and actively participate in all staff training sessions held during Spring Quarter and one week prior to the start of the Summer Quarter (June 19 – June 23). Training will last all day and often extends into the evening hours; do not make other plans for that week. Mentors are required to attend and participate in Welcome Weekend (June 24 – 25) events. Failure to attend training or participate in Welcome Weekend is grounds for dismissal and loss of housing and dining privileges.
- *Overnights Away and Guests.* Mentors cannot be away from campus overnight without permission from their supervisor and the Assistant Director of Student Life. Permission is typically only given in exceptional circumstances. Head Mentors may have guests in the Summer College residences before 1am, but may not have overnight guests in their residences. Guests must be accompanied at all times in the residence. Violation of these policies is grounds for dismissal and loss of housing and dining privileges.
- *Background Check.* Head Mentors must successfully complete a background check before Summer Quarter begins.

### **Estimated Division of Responsibilities and “Billable Hours” (After Training and Welcome Weekend)**

- 50%—Administrative and Programming (Meetings, Scheduling, Budget Management, Programming—Planning, Executing, and Evaluating—Reports, Marketing, Continuity Reports)
- 25%—Unscheduled Events (Urgent, Emergent, Triage, Disciplinary, Unexpected Occurrences and On-Call Responsibilities)
- 15%—Scheduled Student Meetings (Academic, Conduct/Judicial, etc....)

- 5%—Professional Development (Regular Meetings with Supervisor)
- 5%—Other, Special Tasks as Assigned

## **Compensation**

Room, board/food stipend, and pay of \$15/hour with an expected 30-hours per week worked (approximately \$450 per week). Summer Session does not reimburse cell phone costs.

## **Application Details**

To apply, complete an online application. The application asks for a resume, transcript, and the name of one reference. Qualified applicants will be invited to interview in person or via phone for the position. Application review will begin on April 3<sup>rd</sup> and hiring will occur on a rolling basis.

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## **Questions?**

Contact Justin Balido, Assistant Director of Student Life ([jbalido@stanford.edu](mailto:jbalido@stanford.edu)).

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