

MENTORS

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.

Position Overview

The Mentor position incorporates elements of an RA, NSO leader, tutor and advisor, supporting student development individually and as a community. Summer College Mentors live in the residences and are the visible summer role models and leaders for Summer College students. Mentors help develop educational opportunities that complement and extend classroom learning, in addition to planning recreational and fun activities.

It is imperative that applicants recognize the Residential Life organizational structure during the summer varies greatly from that of the academic year. Though Mentors report to the Assistant Director of Student Life for Summer Session, 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. HDs are seasoned, residential life professionals who provide a crucial layer of supervision and guidance within the Summer College staffing structure.

Dates

- Eight-Week Program (40-45 positions): June 19 – August 20, 2017 (plus training week)
- Nine-Week Program (1–2 positions): June 19 – August 27, 2017 (plus training week)

Essential Functions

- *Role Model and Leadership.* As residential student staff members are highly visible within the Summer College community, they are expected to conduct themselves professionally, both in and out of the residence, at all times. Residents often seek advice from their Mentors, and therefore, Mentors should be able to be an active and effective listener; help each individual attain a sense of self and personal well-being; communicate support to students without assuming responsibility for the problem; refer issues of concern to the appropriate Summer College staff. As role models, Mentors should welcome and encourage openness to differences of race, class, gender, religion, sexual orientation, and nationality among residents.
- *Student Intervention and Crisis Management.* Summer College residential student staff members are the front lines of student interaction. As such, Mentors are expected to act as a mediator during conflict situations as needed (roommate, noise, etc.); identify and refer students, or behaviors, of concern; address inappropriate resident behavior and policy violations; and assist, as requested, during urgent and emergent situations (fire, health, safety, etc.).
- *Community Development.* Mentors should be highly accessible in the residence and around campus, especially during the afternoon and evening hours. Residential student staff members are required to live in their assigned residence and have many meals with residents. Mentors are expected to encourage openness to differences of race, class, gender, religion, sexual orientation, and nationality among residents. Mentors serve as the primary college orientation staff for Summer College students. As a large number of Summer College students are international students, residential student staff members must pay particular attention to the needs of these students. In addition to orienting them to the US college classroom and US culture, Mentors should be prepared to address cross-cultural matters.
- *Programming.* Mentors are responsible for designing, planning, executing, and staffing a variety of programs throughout the summer: social programming (trips, cooking nights, dances, etc.), co-curricular programming (college life, diversity-related, healthy lifestyle, etc.), and academic support programming (tutoring, group study sessions, etc.). These three types of programs may take the form of Summer College-wide, house-wide, or floor-wide. Mentors are encouraged to use their interests and passions, as well as those of their residents, to develop creative, informative, and educational programs. In addition, Mentors have the opportunity to assist with service-learning opportunities throughout the summer.
- *Staff and Administrative Duties.* Although truly always on-call, Mentors will have certain hours when they are scheduled to respond to lockouts, emergent and urgent situations, and policy violations for the entire residential complex. These on-call responsibilities extend to some evenings and weekends and take the form of “Mentor On-Call” and “Doctor of the Day.” Each evening, one Mentor in each house will check residents in for the evening. Summer College curfew is midnight each day of the week. In addition, residential student staff members are expected to complete appropriate reporting forms

for policy violations, students of concern, and other issues. Aside from on-call duties and curfew check-in, residential student staff members are required to attend trainings, staff meetings, house meetings, and other meetings unless prior arrangements have been made.

- *Teamwork.* Mentors should work as team members with other residential staff to plan, advertise and execute programs, create community norms and behavioral expectations, and respond in the event of emergency. As team members, Mentors should contribute positively to the program and treat others – residents, fellow residential student staff members, senior residential staff, and other Stanford staff – with courtesy and respect. In addition, Mentors may be asked to complete other duties as assigned.

Ideal Candidate

The Mentor position is an exceptional opportunity in leadership development. Applications from mature and highly motivated applicants with a strong leadership background and potential for success in this unique residential context are welcomed and encouraged. The successful candidate will demonstrate initiative, creativity, responsibility and maturity. They will be able to work independently and as a team, with exceptional decision-making skills under ideal and high-stress situations. They will demonstrate leadership among peers and the ability to lead a diverse group of younger students. They will have great ideas and be able to follow through on them. They will be supportive, thoughtful and prepared to make a positive difference in the lives of hundreds of budding young scholar-students at Stanford.

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 Assistant Director of Student Life for Summer Session, 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. 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.* Mentors must successfully complete a background check before Summer Quarter begins.

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

- 50%—Administrative and Programming (Meetings, Scheduling, 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 Support Meetings (Group and individual meetings)
- 5%—Professional Development (Regular Meetings with Supervisor)
- 5%—Other, Special Tasks as Assigned

Compensation

Room, board/food stipend, and pay of \$13/hour with an expected 20-hours per week worked (approximately \$260 per week). Stanford 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 3rd and will occur on a rolling basis.

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Questions?

Contact Kevin Hannon, Student Services Specialist for Summer Session
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