



Community Mentor - CM

The CCS Student Life Residential Community Mentor is a TCNJ student worker position that is dedicated to providing mentorship to a group of CCS students within a TCNJ supported campus residence. Under the direction and supervision of the CCS Student Life Coordinator and the Assistant Director, a Student Life Residential Community Mentor is expected to assist in the development of community, encourage student-initiated programming, report violations of the TCNJ/CCS student expectation guidelines, and support the development of independent living skills. All Student Life Mentors are provided annual training with an assessment of competencies and on-going instruction as needed. However, the CCS Student Life Residential Community Mentor is NOT professional staff and their function is not to be compared to a caretaker or other paraprofessional positions.

Below are specific responsibilities of the CCS Student Life Residential Community Mentor, designed to foster a healthy climate and safe environment:

A. Safety

- Discuss and review TCNJ campus safety features and protocols
- In collaboration with the students, establish house norms and review them regularly with respect to safety and privacy protocols;
- Demonstrate/review and practice safest route to and from campus;
- Review Sign in/Sign out board daily;
- Review emergency and evacuation plan, run practice drills monthly;
- Maintain/review emergency procedure support binder with the support of CCS Student Life Coordinator. Assure students are aware of binder location;
- Review and reinforce guest sign in/out process and policies according to TCNJ/CCS
- Discuss/enforce a protocol for house lockouts;

B. Independent Living

- Facilitate the development of an approach to maintaining the cleanliness and organization of the residence; and monitor the agreed schedule of living practices (cleaning tasks);
- Assist with development of an evening routine and encourage socialization and unity amongst housemates;
- Develop (with supervision from the Student Life Coordinator) house specific systems relative to maintaining communication between residents, schedules, and other cooperative living needs;
- Review student/family initiated senior internship transportation (as appropriate);
- Encourage healthy living and promote physical fitness;
- Promote and encourage daily hygiene;
- Advise CCS Student Life Coordinator if additional skills/support services seem to be needed for select students (i.e. counseling, etc.)

C. College Based Experiences

- Maintain a campus activities calendar to remind and encourage CCS student participation;
- Organize weekly programming rotating between social and culinary activities;
- Assist housemates with the development/planning/execution of one themed/holiday house based party in which all CCS students are invited;

D. Administrative

- Conduct weekly house meetings with residents for the purpose of problem solving house related issues and activities;
- Attend group and 1:1 meetings with CCS Student Life Coordinator;
- Participate in individual student support meetings with CCS Student Life Coordinator (as needed);
- Assist in coordinating visitation of CCS Student Life Coordinator to the residence;
- Communicate/arrange on-duty weekend calendar with Student Life Coordinator (selected dates must be confirmed by the 15th of the prior month);
- Any emergencies arising that would prevent CCS Student Life Residential Community Mentor from fulfilling their job duties must be communicated immediately via email/phone call to CCS Student Life Coordinator.

Student Life Mentor Commitments include:

- Sleeping at the house / residence hall (Sunday-Thursday) and two weekends per month while classes are in-session;
- Planning one (1) social programming activity during “on duty” weekends with all housemates;
- Remaining in the vicinity of the campus during evening hours unless otherwise arranged with the Student Life Coordinator;
- Being present for all identified Student Life events (i.e. Welcome Week, move-in, Homecoming, Funival) as advised by the Student Life Coordinator;
- Maintain a level of responsibility and respect for the residents of the house through ensuring everyone is aware of and comfortable with visitors. If a resident, including the mentor, is having an overnight guest, the guest must complete the CCS Student Life Overnight Guest Google form (this is accessible to current students, Student Life Mentors and CCS professional staff);
- CCS Student Life Mentors are not responsible for transporting residents in their own vehicle, or escorting them to/from campus;
- Share information with Student Life Coordinator and other appropriate CCS staff members.
- Will not share communication of resident-related information with other CCS/TCNJ students, parents, or individuals that CCS professional staff have not identified as having legitimate educational interests.
- Other duties as specified by CCS Student Life Coordinator.

Student Guidelines

- All Student Life residents are expected to consistently and respectfully utilize the house sign-out board.
- All Student Life residents must follow TCNJ/CCS policies and procedures regarding overnight guests and check in/out process. All housemates must be informed when a guest is expected to

stay overnight. Residents are responsible and will be held accountable for the actions and behaviors of their guests.

- Guests are permitted to stay overnight all days of the week, but no longer than 3 consecutive evenings. All Student Life residents having an overnight guest must register the guest in the CCS Student Life google form (this is accessible to current students, Student Life Mentors, and CCS Staff); *all* fields on the form MUST be COMPLETED. Guests must be 18 years of age or older. Guests who do not have a valid TCNJ or NJ State ID are not permitted to stay.
- All Student Life residents will be held to the expectations of the Student Life curriculum.
- All Student Life residents will be held to the rules and regulations of the TCNJ Student Conduct and Title IX/Sexual Misconduct policies. These policies will be reviewed and agreed upon by each student/family at the start of the academic year.

Parent/Guardian Guidelines

- Residences reflect a college home for each of the students, therefore, parent/family visitation should be *limited* and during *considerate* hours in respect of *all* housemates.
- Parents/families should not enter or be present in the college residence without the accompaniment of their student.
- Prior communication with CCS Program regarding visitation is requested with the exception of drop-off/pick-ups, to ensure the safety and whereabouts of students. Parents are encouraged to visit with their students at other locations on-campus (i.e. Campus Town, Student Center, sporting events) during extensive visits.
- If parents wish to discuss their student, they must communicate directly with the CCS Student Life Coordinator/CCS administration. Student Life Mentors are full-time students and must allocate ample time to their studies. Student Life Mentors will be brought into conversations about students by the CCS Student Life Coordinator and/or CCS administration as deemed necessary;
- CCS Student Life Coordinator/CCS professional staff may reach out to families to communicate any behavioral concerns, seek individual insight of student, and communicate any emergencies;
- The CCS Student Life Program incorporates a formalized independent living experience that benefits from parental/guardian support;
- Parents/guardians are responsible for supporting their students in grocery shopping and fulfillment of TCNJ meal plans/Get-It points.