



## AVONDALE STUDENT LIFE LEADERSHIP SCHOLARSHIPS

Position: Residential Mentor

Campus: Lake Macquarie

Reports to: Res Life Management

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### POSITION ELIGIBILITY

To ensure that you are eligible for this position, please read the 'Application Eligibility Form' available at [avondalestudentlife.com/leadership/eligibility](http://avondalestudentlife.com/leadership/eligibility).

### POSITION PURPOSE

A Residential Mentor (part of the ResLife Team) will assist Res Life Management in various roles in the management of the residential halls by providing a Christian environment in which the residential student's lives can be fostered and enhanced.

### KEY RESPONSIBILITIES

- To encourage the personal, spiritual and academic growth of each resident student.
- To foster and maintain within the residence halls an attitude of Christian concern, individually and collectively, for the needs and rights of others, including the need for peace, respect and privacy, and the care for personal and Avondale property.
- To nurture the social development of students, assisting them to make quality friendships, and to actively participate in social functions both on and off the campus.
- To provide support and to encourage students to seek professional help and support when required.
- To provide information and assistance to Res Life Management that enables the effective management and the creation of a safe, respectful and secure environment.
- To implement residential agreements and policies and ensure their appropriate and consistent application.
- To ensure students are informed of their obligations in respect of Avondale requirements as outlined in the Student Code of Conduct and any other expectations of them.
- To enforce security, safety and fire regulations as necessary to fulfil Avondale obligations and WH&S.
- Assist with Move-in-Day in Semester One and Two.
- Attend ResLife Team meetings.
- Attend Counselling and Chaplain supervision support meetings.
- To carry out such other duties or responsibilities as may be reasonably required within the incumbent's knowledge, skill and ability.

### PERSON SPECIFICATION

- Uphold the mission and ethos of the Seventh-day Adventist Church.
- Model Christian principles in everyday life.
- Ability to maintain professional boundaries with all resident students.
- Ability to work well in a team and equally as well working independently.
- Good communication skills in verbal and written language.
- Ability to apply common sense and understanding to carry out tasks.
- Ability to remain calm under pressure.
- An outgoing and friendly personality.

- Loyalty to the Res Life leadership team.
- Ability to maintain sound academic performance within chosen course.

## KEY OUTCOMES

- Ensure that the atmosphere within the residence is conducive to academic, spiritual, physical and social growth.
- Complete assigned daily tasks and report on as a when required basis.
- Model Christian leadership and management to all students.
- Actively and visibly support and promote the philosophy, mission, objectives and values of Avondale in interactions with students.
- Maintenance of positive interpersonal relationships with peers and staff.
- Involvement in Student Life Services programs on and off campus and the promotion and development of ResLife.
- Ensure the maintenance, cleanliness and necessary repair of the residence.
- Ensure security, safety and fire regulations are complied with to fulfil Avondale obligations with respect to WH&S.

## RELEVANT EXPERIENCE

- A strong positive interest in residential life and in fellow residents.
- The ability to connect with all types of students
- Be mature in outlook, experienced in life and possess an interest and understanding in working with adult youth.

## CONDITIONS

ResLife Team members who wish to engage in other work (which includes a second job or voluntary work) of up to five (5) hours per week, must seek approval from Res Life Management. Before granting approval, Res Life Management must be satisfied that conflicts of interest are appropriately addressed, and the additional workload does not impact on your ability to perform your key role.

**TERM OF APPOINTMENT:** For one academic year

**REMUNERATION:** See payment schedule 1 on 'Application Eligibility Form' (pro-rata applies)

## RESIDENTIAL MENTOR SPECIFIC PORTFOLIO DUTIES

### SPIRITUAL

To implement the Spiritual portfolio with consultation and guidance from the Res Mentor and Chaplain.

- Recognise that prayer is essential.
- Utilize and take care of the residential prayer rooms.
- Organise weekly floor level bible study topic/sessions.
- Organise bi-annual residential week-of-prayer.
- Organise and participate in the Res Hall retreats (theme verse launch).
- Organise and participate in Res Halls College Church service.
- Provide summary reports and evaluations to the Chaplain and Res Life Management.
- Provide support and assistance to international and domestic students as they arrive prior to the commencement of semester one and two.
- Meet with the Chaplain once a month.

## **SOCIAL**

To implement the Social portfolio with consultation and guidance from the Res Mentor and Res Life Management.

- a. Organise a diverse range of events through the course of the year, which promote the residential student experience and community values.
- b. Exercise "duty of care" in the planning and coordinating of residential events.
- c. Ensure all residential events align with Avondale's occupancy agreement.
- d. Promote respective residential social events to residents, e.g., via ResLife weekly newsletters.
- e. Provide event evaluation to the Lead RM.
- f. Organise, plan and executive the Inter-Res Banquet (includes Res Halls, College View Units).
- g. Organise, plan and participate in the Res retreats (theme verse launch).
- h. Participate in and assist with Student Life run orientation activities.

## **ACADEMIC**

To implement the Academic portfolio with consultation and guidance from the Lead RM and Res Life Management.

- a. Plan and facilitate academic mentoring sessions, tailored to suit their field of study groupings in an engaging and proactive manner.
- b. Record and report attendance at every academic session within 24 hours of completion, providing this report to Res Life Management.
- c. Assist with the design and facilitation of community wide academic workshops, academic programmes, e.g., #shutupandwrite, self-care programs
- d. Promote an educational environment.
- e. Have a WAM of 65 or above.
- f. Organise, plan and executive the Inter-Res Banquet (incl Res Halls, College View Units).
- g. Participate in and assist with organization of Student Life run orientation activities.
- h. Participate in and assist with organization of Res Hall events.

## **HEALTH AND WELL-BEING**

To implement the Health and Well-being portfolio with consultation and guidance from the Lead RM, Res Life Management and Chaplaincy.

- a. Encourage community building and personal growth and development by organizing and evaluating ResLife community events.
- b. Work closely with the Residential Life Coordinator/s to organise these events.
- c. Provide emotional and practical support to residential students if required with the assistance of Res Life Management.
- d. Role model and engage in encouraging healthy habits and strategies to support individual and community well-being with the residences.
- e. Participate in and assist with organization of Student Life run orientation activities.

## **ASSISTANT RESIDENTIAL MENTOR (50% LOADING)**

- Assist throughout the year to build communities that foster spiritual growth, learning, academic achievement, and personal and social development.
- Be willing and ready to step-up to take an ongoing Student Leadership position if someone is unable to finish the year for various reasons, or the needs of the Res community changes.
- Attend ResLife Team meetings as requested.
- Participate in student leadership training.
- Participate in and assist with organization of the Inter-Res banquet.
- Provide support and assistance to the team during preparations leading up to move-in-day, on move-in-day, and throughout Orientation.
- Be rostered on for weekday duties and be prepared to cover weekend duties.