

Terms of Reference: Female Resident Mentor

Position Overview: The female Resident Mentor will be responsible for facilitating campus student life and managing residential student affairs. She will reside on campus and be provided with free housing. As a role model, she will uphold the college's code of ethics and work closely with Resident Assistants to create a supportive living environment for students.

The roles and responsibilities of the Resident Mentor include but are not limited to the following:

1. Student Services Support:

- Assist the Registrar in all key areas of student services.
- Serve as a liaison between resident students and the administration.
- Participate in student orientation, leadership workshops, and other events.

2. Residence Management:

- Supervise and guide the student Residence Assistants (RA).
- Develop, implement, monitor, and evaluate policies and procedures related to admissions and registration in collaboration with the Registrar.
- Ensure the cleanliness and maintenance of residence halls and surrounding areas.
- Coordinate and follow up on maintenance and repair work in the residence halls.
- Conduct regular inspections of residence facilities and address any vandalism or service issues promptly.

3. Student Engagement & Well-Being:

- Assist students in organizing extracurricular activities, including sports, social, and cultural events.
- Educate residents on college policies, rules, and regulations.
- Address violations of college rules and refer cases to the appropriate authorities.
- Identify and support residents with personal, social, academic, or health-related concerns, involving counselors or faculty advisors as needed.
- Mediate roommate conflicts and address issues such as depression, substance abuse, and personal struggles, referring students to appropriate support services.
- Foster a positive living environment conducive to academic and social growth.
- Promote a culture of mutual respect, responsibility, and community in the residence halls.

4. Residence Hall Discipline & Security:

- Serve as a member of the dining committee.
- Reinforce residence hall codes of conduct, including quiet hours and student movement regulations.
- Collaborate with security guards on night duty to manage student ID checks, exit logs, and late arrivals.
- Oversee the allocation and allotment of residence hall accommodations in coordination with relevant officials.
- Manage the check-in and check-out process for students, ensuring the proper handover of rooms and facilities.

5. Security Oversight:

- Assume the role of Security In-Charge, overseeing the security functions of the college.
- Supervise security guards to ensure campus safety and compliance with security protocols.

6. Administrative Responsibilities:

- Oversee the processing and issuance of student ID cards.
- Assist the Assistant Student Services Officer (SSO) with sports and student government activities.
- Undertake additional tasks as assigned by the college administration.

Reporting: The Female Resident Mentor will report to the Registrar and work collaboratively with Resident Assistants, security personnel, and other college officials to fulfill her duties effectively.