

**Job Title:** FYRE Mentor **Department:** University Housing **Reports To:** Assistant Director for Residential Student Success, Coordinator of Residential Learning Initiatives, and Retention & Graduate Assistant for Academic Initiatives

**Dates:** July - May

### **General Job Summary**

Selecting classes, choosing a major and knowing where to go for academic assistance can be stressful for any student. It can be especially overwhelming for the first-year student who is totally unfamiliar with the academic policies and procedures of a college. The First Year Residential Experience (FYRE) Mentor is a paraprofessional position on the University Housing staff designed to support the academic development of students in their first year at Georgia State.

FYRE Mentors will be equitably distributed across the traditional residence halls according to first-year student populations, with consideration of their majors and areas of expertise. Each residence hall will have its own team of FYRE Mentors, led by a FYRE Mentor Team Coordinator.

### **Minimum Requirements**

A student who wishes to serve as a FYRE Mentor must:

- Have and maintain a 3.0 Cumulative Grade Point Average and 2.5 Semester Grade Point Average
- Carry a minimum course load of 12 units a semester, but no more than 18 units
- Be in good academic, judicial, and financial standing with University Housing and GSU
- Have demonstrated leadership ability through active participation in community or campus organizations
- Participate in fall training and spring training
- Participate in FYRE Mentor retreat (end of April)
- Attend and assist with CAMP FYRE (last week in July)
- Attend weekly staff meetings on Wednesdays from 4:30 pm to 6:30 pm
- Adhere to departmental dress code when working at the learning center
- Be a team player and demonstrate a positive and enthusiastic attitude
- Must reside on campus for the academic year of hire

### **Compensation and Benefits**

- \$1500 per semester toward housing fees
- 35 meals per semester in the residence hall dining halls
- Early move-in to assigned residence hall (last week in July, prior to CAMP FYRE)
- Valuable leadership and communication opportunities with the University community

### **Essential Functions of FYRE Mentor Position**

A part of an FYRE Mentor's duties involve being generally available to their residents throughout the day in the role of University representative and resource, role model, mentor, and support system. As such, a FYRE Mentor's personal and professional lives are highly visible and impactful upon the many student residents for whom the FYRE Mentor is University Housing's primary contact.

Therefore, the following are essential to the FYRE Mentor's position:

- Demonstrating excellent personal and professional judgment
- Modeling responsible, healthy, and mature behavior and habits
- Ability to give undivided attention to professional responsibilities in the event of unanticipated emergencies
- Compliance with University policy and applicable law
- Plan and implement the University Housing Residential Curriculum as part of community development efforts

## **FYRE Mentor Team Coordinator**

A lead FYRE Mentor for a small cohort of mentors is responsible for:

- Making sure cohort administrative tasks are completed (i.e. program proposals, evaluations)
- Leading bi-weekly meetings with FYRE Mentor cohort group
- Communicating with other Team Coordinators
- Attending one-on-one meetings with supervisor
- Maintaining 5 office hours a week
- Other duties as assigned

## **Job Responsibilities**

### Role Model

- Model healthy and responsible decision making. Exercise good judgment in actions, behaviors, and choices, refraining from risky or irresponsible behavior
- Maintain a minimum cumulative GPA of 3.0 and semester GPA of 2.5
- Support the academic nature of this position through attitude and behavior. Attend classes on a regular basis
- Adhere to all University Housing policies, GSU Student Code of Conduct and policies, and all local, state, and federal laws
- Maintain a positive attitude toward the University and the University Housing Department
- Be aware of how you are perceived and avoid situations that may compromise credibility, integrity, and reputation of the department, University or yourself as a representative of the University
- Maintain a balance between responsibilities as a staff member, student, student leader, and personal life

### Community Building

- Develop, organize, and inform residents of University and city of Atlanta events and activities that provide social, educational, cultural, and recreational opportunities for residents
- Spend at least two to three hours a day in your apartment/room and assigned community. On average, spend no more than one to two nights a week and one weekend a month away from your assigned residence hall
- Know floor residents' names. Familiarize yourself with the residents that live in the building
- Encourage and maintain a living-learning environment and atmosphere that is enjoyable and safe
- Advise residents concerning academic, social, and personal issues; serve as a listener and a helper for residents
- Serve as a resource for students by becoming familiar with Georgia State departments, programs and services

### Administrative

- Attend and participate in all required training workshops, in-services, and staff meetings
- Serve a minimum of 4 hours a week at the Learning Centers
- Know the GSU Student Code of Conduct and Policies, and University Housing policies and procedures
- Know the proper usage of forms and complete forms / reports accurately and in a timely fashion
- Assist with regular University Housing events such as move-in, Panther Welcome, move-out, FYRE Mentor selection
- University Housings primary mode of email communication is your GSU email account. FYRE Mentors are responsible for any communication that is sent to GSU account on a daily basis
- Disseminate information to students via postings, floor meetings, and individual interactions
- Other duties as assigned

### Team Member

- Maintain cooperative lines of communication with other staff. Communicate on a regular basis with supervisors and other staff regarding academic, personal and University Housing concerns and issues
- Respond in an appropriate manner to all feedback received from supervisors, staff members, students, and customers
- Serve as a liaison to students for University Housing, the Residence Life staff, RHA, Hall Councils, the GSU Police Department, and other departments on campus
- Participate in housing and University committees as requested or assigned
- Participate in teambuilding and staff development activities offered throughout the year

## General Position Requirements

### Meal Plan

FYRE Mentors receive the meal plan to interact, engage, and build community with Housing residents. The meal plan is to be used in the dining centers located in Patton Hall and Piedmont North when the dining halls are open and the University is in full-session. The following conditions apply to FYRE Mentor meal plans:

35 meals per semester

- FYRE Mentors must abide by Dining Service policies for use of the meal plans and the dining facilities
- FYRE Mentors should use their staff meal plan in the dining halls to eat with residents
- FYRE Mentors may not use their meal plan for guests
- The FYRE Mentor meal plan does not carry meal period restrictions
- FYRE Mentors are expected to provide feedback and information regarding the quality of their interactions with students and the meal plan/dining center experience

### Staff Meetings and Training

- Mandatory weekly staff meetings are held during the semester on Wednesdays at 4:30-6:30pm — locations to be announced. Additional meetings may be scheduled based on needs of the residential communities. Meetings and training sessions may occur on nights and weekends and dates, times, and locations are subject to change.
- Some of the training sessions and special events FYRE Mentors are required to attend throughout the year include but are not limited to:
  - FYRE Mentor Retreat (end of April)
  - CAMP FYRE (last week in July)
  - Fall/Spring Training
  - Student Staff/Professional Staff Selection processes
  - Housing Opening/Housing Closing
  - Panther Prep

### Reappointment

- Reappointment is not guaranteed. FYRE Mentors wishing to be rehired for another year must go through the **Reappointment Process**, which involves a review of performance history, performance evaluations and motivation to return to staff. FYRE Mentors will be notified of their rehire status and placement by their supervisor.

### Outside Employment

- FYRE Mentors are not permitted to work (paid or unpaid) outside the University. FYRE Mentors may work for University Housing and other University departments on campus up to a maximum of 16 hours a week so long as they follow the established process outlined in the **Additional Employment Policy**. University Housing student employment opportunities are available in such areas as the mail room, community desks, Learning Centers, or parking.

### Disciplinary Action

- Violation of performance expectations, University or Housing policies or unacceptable conduct may result in disciplinary action up to and including termination. FYRE Mentor performance and conduct may impact student employment status in other positions held by the student.
- FYRE Mentors may have disciplinary employment actions reviewed. The request for review must be made to the Coordinator of Residential Learning Initiatives, in writing, within 2 days of the employment action, and state the reason(s) for review. After review, the FYRE Mentor will be informed of a final decision (Upon request for review, terminations will be held in suspension until a final decision is rendered).
- FYRE Mentors who resign or are terminated may be given up to one week to check out of their current space and relocate, as determined in the sole discretion of University Housing. FYRE Mentors wanting to remain living on campus may be given a new room assignment. Room assignments will be made by the Assistant Director for Budget and Housing Operations (or designee) in consultation with the Residence Hall Director. New assignments will not be made to residential communities where the FYRE Mentor served. All policies regarding residency requirements will apply. All compensation and benefits discontinue as of the date of resignation or termination.

### Break Periods

- FYRE Mentors are not required to work when University offices and/or residence halls are closed. Dates when the University is officially closed can be found on the GSU website.

### University Property

- FYRE Mentors are responsible for University property and equipment assigned for their use. Misuse, damage or loss of computers, phones, keys, and other University property and equipment may result in disciplinary employment action, liability for replacement cost.
- FYRE Mentors may not allow University property/equipment assigned or made available to them to be used by third parties.