

STUDENT MENTORS

Mentor Support provided by the BUILD Program*

- Mentors are Bethel students hired to live and/or work alongside students in BUILD to encourage involvement in Bethel events, and support skill development, academic learning, and independence.
- Mentors do not provide personal care assistance.
- Mentors will not manage or monitor students' social media. This includes not accepting or initiating friend requests on social media from current students or their families.
- Unless an appeal is approved to add to a mentor to a student's PLP, mentors will transport students using Bethel vehicles only for Bethel/BUILD events and not their personal vehicle.
- In order to help students practice budgeting skills and avoid any potential exploitation, mentors will not give, lend, take, or borrow money to/ from any student.
- Mentors for BUILD are working in a support role and cannot date or have a romantic relationship with any of the students they mentor.
- We ask that parents/guardians contact the BUILD program (651-635-8799 build-program@bethel.edu) with any questions, concerns, and comments regarding their student's Bethel experience. Using the BUILD program contacts will allow BUILD staff to communicate messages to the correct person/people to best follow-up on questions, concerns, and/or information. Student mentors' contact information is not shared publicly.

BUILD Mentor Position Descriptions

Assistant Residential Supervisor (ARS)

An ARS is hired as live-in support so students, they live in the same residence halls as the students they are supporting and have the following responsibilities:

- Support students in transitioning from the academic day to the evening until Housing Mentors are on-duty.
- Provide support for students to complete homework and engage positively with other students by hosting ARS hours in the BUILD Office or on campus weekdays from 4:00-7:00 p.m.
- Answer the on-call phone, attend events and follow up with students as assigned by residential supervisor.
- Support students in participating in Bethel Student Government's Unified Sports Club as a student leader for the club.

Housing Mentor

Housing Mentors are hired as live-in support for students, they live in the same residence halls as the students they are supporting, and have the following responsibilities:

- Support students in the BUILD program to develop independence with home living skills including self-care, home management (laundry, cleaning, etc.), weekly meal planning, and social/community participation.
- Attend Bethel University events with students when on duty.
- Facilitate development of community by planning group activities for students while on duty if there is not a Bethel University event already scheduled.
- Remind students to complete individual Home Living/Self-care skills and assignments.
- Partner with RA, RD, and/or BUILD Residential Supervisor to help with conflict or crisis management, as needed.

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- Attend weekly housing mentor meetings and regular meetings with supervisor as part of ongoing training.
- Complete other duties as assigned.

Job Mentor

Job mentors have the following responsibilities:

- Provide on-the-job coaching and support for students in the BUILD program as part of their Internship, Independent Study and Life at Bethel Courses including completing career-focused training modules alongside students in BUILD during independent study.
- Work alongside students in the BUILD program to assist in staying focused and motivated on the job. As students work to develop independence, the job mentors' hours may decrease.
- Complete daily internship log with students to track hours completed and growth in work skills.
- Support students in completing timesheets and other employment paperwork, as needed.
- Listen to students, recognize positive strides, and remind students of the progress they are making.
- Support students in completing career development aspects of Independent Study courses.
- Collaborate with on-site job supervisor and internship supervisor to establish new approaches to job issues when the original plan is not working effectively.
- Use coaching and modeling to correct behaviors and processes that are not working well.
- Consult with supervisor as needed to identify needed supports.
- Complete other duties as assigned.

Student Academic Mentor

Student Academic mentors have the following responsibilities:

- Support students in the BUILD program to manage their schedules, participate in elective classes, clubs, athletic teams, and other co-curricular activities.
- Host a weekly study group for each elective class to support students in satisfactorily accessing and progressing through elective course content and course requirements.
- Consult with course professor and supervisor as needed to identify needed supports.
- Complete daily google form to track attendance and progress.
- Complete other duties as assigned.

Social Mentor

Social mentors are second-year students in BUILD who apply and are selected for a volunteer social mentor position with the following responsibilities:

- Support first-year students in BUILD by encouraging their participation in Welcome Week activities.
- Assist first-year students in BUILD by helping them get to class at the beginning of the academic year.
- Social mentors are encouraged to continue this connection throughout the year by attending meals and other events with first-year students in BUILD.

Accommodations Policy

- *Needs for accommodations that exceed what is provided by BUILD mentors need to be requested through the Office of (<https://www.bethel.edu/disability/>)Accessibility Resources and Services (OARS) (<https://www.bethel.edu/disability/>) (e.g., accessibility needs, interpreters, etc.).
- Disability-related accommodations are determined by the Office of (<https://www.bethel.edu/disability/>)Accessibility Resources and Services (OARS) (<https://www.bethel.edu/disability/>).

- Students requesting disability-related accommodations work with their advisor or a BUILD staff member to request needed accommodations.