

Application Submission Deadline: Due Online Wednesday, February 7th, 2018 by 5:00 pm.



UNIVERSITY OF
ARKANSAS
STUDENT AFFAIRS

New Student &
Family Programs

R.O.C.K. Camp Mentor & R.O.C.K. Camp Adventure Mentor

2018 Position Description

R.O.C.K. CAMP MISSION

R.O.C.K. (Razorback Outreach for Community and Knowledge) Camp is designed to aid incoming students in their transition from high school to college by developing a diverse social network of classmates, upperclassmen, and faculty & staff members, while strengthening their bond to the University of Arkansas through the introduction of campus culture and traditions.

POSITION TITLE(S)

R.O.C.K. Camp Mentor and/or R.O.C.K. Camp Adventure Mentor

POSITION FUNCTION

To serve as a member of the R.O.C.K. Camp, R.O.C.K. Camp and/or Adventure Mentor Staff and work to facilitate the objectives of transitional programs for first year students and guests as outlined by the New Student & Family Programs and/or Outdoor Connection Center.

Mentors will work with the R.O.C.K. Camp and/or R.O.C.K. Camp Adventure programs. All mentors will help with additional New Student & Family Programs initiatives throughout employment period.

ORGANIZATIONAL STRUCTURE

R.O.C.K. Camp and R.O.C.K. Camp Adventure Mentors report to the Director, Associate Director, and Assistant Director of New Student Programs, New Student & Family Programs Graduate Assistant(s), professional staff from the Outdoor Connection Center, and students serving on the paraprofessional staff as Student Coordinators.

DESIRED PERSONAL CHARACTERISTICS

- Sense of responsibility
- Positive attitude
- Commitment to excellent customer service and responsibilities
- Ability to value and communicate with people from diverse backgrounds with a variety of personality types
- Ability to work as an effective and productive team member
- Leadership ability
- Effective interpersonal, small group, and group conflict resolution and communication skills
- Presentation skills
- Flexibility
- Commitment to a high standard of personal values and a code of ethics
- Initiative
- Strong work ethic
- Punctuality
- Knowledgeable about campus resources
- Stamina
- Self-confidence
- Creativity and resourcefulness
- Planning/implementation skills
- Ability to be tactful and diplomatic in all situations

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- Serve as a positive role model from mentor selection throughout mentor term
- Pride in the University of Arkansas
- Willingness to do whatever it takes to get the job done

QUALIFICATIONS

- Applicants must have attended one (1) full semester at the University of Arkansas – Fayetteville (minimum 12 credit hours) and have a minimum cumulative grade point average of 2.25 at the time of application. Graduate student applicants must have completed at least six graduate credit hours at the University of Arkansas – Fayetteville at time of application. No student may apply for or hold a Mentor position while on academic or disciplinary probation. Students must maintain a cumulative grade point average of 2.25, as well as a minimum 2.25 semester grade point average at the end of the Spring 2018 semester.
- Applicants must: 1) complete an application, and 2) schedule and attend a group interview and an individual interview.

EMPLOYMENT TERMINATION

A Mentor's employment may be terminated if it is determined during staff training, during summer program(s) or during the fall semester follow-up program(s) that he/she is not maintaining ethics befitting a paraprofessional, not meeting academic and disciplinary qualifications, not performing satisfactorily, not able to work productively with others, or jeopardizing the success of the program.

Mentor Spring Training Schedule (All positions)

SPRING TRAINING WORKSHOPS

All Mentors will be required to attend six (6) training workshops March through April 2018 on Wednesday evenings from 6:30 PM-9:30 PM. The dates are as follows:

Wednesday, March 1st
Wednesday, March 15th
Wednesday, March 29th
Wednesday, April 5th
Wednesday, April 12th
Wednesday, April 19th

The preliminary training sessions will focus on staff introductions, program overview, teambuilding, staff member education, employment paperwork, and opportunities for mentors to ask questions.

DIVERSITY LEADERSHIP INSTITUTE (DLI)*

All Mentors will be required to participate in DLI on **Saturday, April 7, 2018** from **8:00 AM to 5:00 PM** in the Arkansas Student Union.

All NSFP STUDENT STAFF TEAMBUILDING DAY*

All Mentors will be required to participate on **Sunday, April 29, 2018** from **12:00 PM to 7:00 PM**.

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R.O.C.K. Camp Mentor

JOB DUTIES (30+ Positions Available)

- Provide leadership in the R.O.C.K. Camp program by leading a small group, facilitating group activities, and maintaining and following the Camp schedule.
- Work as a student leader in promoting R.O.C.K. Camp and providing accurate information to new students and family members.
- Initiate and develop open communication and interaction with students attending R.O.C.K. Camp.
- Work productively and cooperatively with all members of the University community to effectively implement the R.O.C.K. Camp program.
- Serve as a positive role-model and ambassador on behalf of the University of Arkansas.
- Attend R.O.C.K. Camp, all training sessions, all fall reunion events, and any other required NSFP sponsored events outlined in your employee contract.
- Maintain connection with R.O.C.K. Camp participants upon return to campus throughout the 2018-2019 academic year.
- Perform any additional duties as assigned by the Director, Associate Director, Assistant Director, and Graduate Assistant(s) of New Student & Family Programs or as necessitated by the job.

R.O.C.K. Camp Work Schedule

Summer 2018

Summer Training	Saturday, August 4 th – Tuesday, August 7 th , 2018
Session I	Tuesday, August 7 th – Friday, August 10 th , 2018
Session II	Monday, August 13 th – Thursday, August 16 th , 2018

Fall 2018

R.O.C.K. Camp will conclude on Thursday, August 16th, 2018; however, project work will still exist for the following NSFP activities:

UARK Cardinal Nights (working shifts)	August 17 th (Friday)
New Student Welcome	August 19 th (Sunday)
Help-A-Hog (working shifts)	August 20 th (Monday) & 21 st (Tuesday), 2018
Family Weekend	September (Dates TBA) 2018
Fall R.O.C.K. Camp Reunion Event(s)	TBD
6-Week R.O.C.K. Camp Communication Plan (details will be given at summer training in August)	

SALARY AND BENEFITS

Salary and benefits include a \$600.00 (before taxes salary) and all program materials including uniforms. The R.O.C.K. Camp Mentor salary is paid in 4 equal installments of \$150.00 on each of the following dates: *August 25,*September 10, *September 25, and *October 10, 2018, for a total salary of \$600.00 before taxes (*exact pay dates will be finalized in the spring 2018 semester).

*****All dates listed in this document may be subject to change**

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R.O.C.K. Camp Adventure Mentor

JOB DUTIES (2 Positions Available)

- Provide leadership in the R.O.C.K. Camp Adventure program by assisting with small groups, facilitating group activities, and maintaining and following the Camp schedule.
- Initiate and develop open communication and interaction with students attending R.O.C.K. Camp Adventure.
- Work productively and cooperatively with all members of the University community to effectively implement the R.O.C.K. Camp Adventure program.
- Serve as a positive role-model and ambassador on behalf of the University of Arkansas.
- Attend R.O.C.K. Camp Adventure, all training sessions, all fall reunion events, and any other required NSFP sponsored events outlined in your employee contract.
- Maintain connection with R.O.C.K. Camp Adventure participants upon return to campus throughout the 2018-2019 academic year.
- Perform any additional duties as assigned by the Director, Associate Director, Assistant Director, and Graduate Assistant(s) of New Student & Family Programs or as necessitated by the job.

R.O.C.K. Camp Adventure Work Schedule

Summer 2018

Summer Training	Friday, June 15 th – Sunday, June 17 th , 2018
R.O.C.K. Camp Adventure: Session1	Sunday, June 17 th – Thursday, June 21 st , 2018
R.O.C.K. Camp Adventure: Session 2	Sunday, June 25 th – Thursday, June 28 th , 2018

Fall 2018

R.O.C.K. Camp Adventure will conclude on Friday, July 28th, 2018; however, project work will still exist for the following NSFP activities:

UARK Cardinal Nights (working shifts)	August 17 th (Friday)
New Student Welcome	August 19 th (Sunday)
Help-A-Hog (working shifts)	August 20 th (Monday) & 21 st (Tuesday), 2018
Family Weekend	September (Dates TBA) 2018
Fall R.O.C.K. Camp Reunion Event(s)	TBD
6-Week R.O.C.K. Camp Communication Plan (details will be given at summer training in June)	

SALARY AND BENEFITS

Salary and benefits include a \$600.00 (before taxes salary) and all program materials including uniforms, lodging and meal accommodations during R.O.C.K. Camp Adventure, and all program materials during R.O.C.K. Camp Adventure. The R.O.C.K. Camp Adventure Mentor's salary is paid in two installments on *June 25, 2016 and *July 10, 2018, for a total salary of \$600.00 before taxes (**exact pay dates will be finalized in the spring 2018 semester*).

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MENTOR SELECTION SCHEDULE
INFORMATION SESSION

All applicants must attend **ONE** of the information listed below. All information sessions will be held in **Union A640** (above Club Red) from 5pm-5:30pm. For scheduling conflicts, please email nsfp@uark.edu.

1/16/18	1/18/18	1/22/18	1/23/18	1/25/18
1/29/18	1/30/18	2/1/18	2/5/18	2/6/18

APPLICATION

Applicants must complete a Mentor Application and submit it online on HogSync no later than **5:00 PM on Wednesday, February 7th, 2018**. Application links can be found through rockcamp.uark.edu.

GROUP INTERVIEW

New applicants will sign up for **ONE** 2-hour Group Interview at the time of application as well. Group Interviews will be held in **ARKU 512-514**, on **Thursday, February 8th, 2018**, at either:

6:15pm-8:15pm or 8:30-10:30pm

INDIVIDUAL INTERVIEW

All applicants will participate in a 15-minute individual interview. Individual interviews will be held with professional staff members of New Student & Family Programs and R.O.C.K. Camp. Applicants will sign up for their interview as part of their application – times available on **Friday (2/9/18), Monday (2/12/18), or Tuesday (2/13/18)**.

SELECTION

All applicants will receive notification indicating selection decisions on **Monday, February 19th, 2018** via email.