

the Mentorship Network

FIRST YEAR CONNECTIONS - BGIInS PEER MENTOR POSITION DESCRIPTION

*** *The Job Description pages do not need to be included in your application.* ***

Position Title:	FYC Peer Mentor – BGIInS Stream
Department(s):	Student Experience Office
Term of Position:	
	Start date: August 28, 2016
	End date: October 14, 2016
Remuneration:	Peer Mentor - \$250 (up to 7 hours/week)

Student services teams at Carleton University help students make a successful transition to university life by preparing them to achieve their personal and academic goals. Carleton offers student support and engagement opportunities through peer-to-peer learning, leadership development and orientation programming. This fall, we will be expanding the First Year Connections Program to support incoming first year students (*and international Graduate Students*) in their transition to university life through four offices, the Student Experience Office, the Sprott School of Business, Bachelor of Global and International Studies, and the International Student Services Office.

Reporting directly to the Mentoring Coordinator in their respective office, Peer Mentors and Senior Peer Mentors must engage in one-on-one mentoring with up to 6 first-year students. Peer Mentors must meet one-on-one with each mentee once a week for a minimum of 1 hour. Additional group mentoring is also encouraged. Peer Mentors and Senior Peer Mentors are responsible for completing meeting reports and program evaluations on a regular basis. The incumbent may add this position to their Co-Curricular Record. First Year Connections operates based on a team structure and, as such, Peer Mentors are responsible for meeting regularly with their Senior Mentor supported teams to exchange feedback about ongoing progress, successes and challenges of their respective mentorship roles.

REQUIREMENTS:

- Enrolled as a student of Carleton University for the 2016/17 academic year
 - *The SEO is seeking undergraduate students only.*
 - *The ISSO is seeking both undergraduate and graduate students.*
- Good academic standing
- Minimum CGPA of 7.0 (70%)¹
- Excellent communication and interpersonal skills
- Interest in leadership roles
- Excellent judgement, organization and time management skills
- Knowledge of campus resources
- Compassion and empathy for others
- Applicants must be available to attend training in early September, prior to the official start of the academic year.

¹*Any applicants not satisfying this requirement are welcome to provide additional information regarding special circumstances affecting their academic performance.*

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RESPONSIBILITIES:

Conduct meetings with assigned mentees:

- Meet with each mentee one-on-one weekly for a minimum of 1 hour
- Supplement one-on-one meetings with additional group mentoring

Maintain contact with mentees:

- Build a positive rapport with mentees
- Respond to mentees' correspondences within 48 hours
- Follow-up between meetings to provide additional support and encouragement

Administrative duties:

- Complete online meeting reports at the conclusion of each meeting
- Complete an evaluative report at the end of each semester
- Attend regular mentor team meetings
- Ensure that the Mentoring Coordinator is informed of any concerns or conflicts in a timely fashion

General duties:

- Act in accordance with your role as an ambassador and representative of the Student Experience Office and Carleton University
- Operate within the limits of training and expertise as provided in mentor training
- Attend all pre-service and ongoing training sessions
- Attend all workshops and events except in the event of an academic conflict
- Adhere to the Mentoring program guidelines as outlined by the Mentoring Coordinator

ADDITIONAL RESPONSIBILITIES FOR SENIOR PEER MENTORS:

Provide ongoing support for Peer Mentor Teams:

- Meet regularly with Peer Mentor team
- Support training and development opportunities for Peer Mentors as directed by the Mentoring Coordinator
- Provide ongoing, regular feedback as to matches to the Mentoring Coordinator

APPLICATIONS DUE FRIDAY JUNE 17 at 9am
ALL APPLICATIONS MUST BE SUBMITTED TO
THE MENTORSHIP COORDINATOR THROUGH THE ONLINE FORM

PLEASE NOTE:

You will be required to attend a training day on September 1st (alternate dates may be available) as well as complete mentor training online modules prior to the training session.