ESP Mentor Program, Centre for Initiatives in Education  
ESP Mentor Job Description 2022-2023

| Position Description | ESP Mentors are former ESP students and current Carleton students who work closely with students in an ESP first-year seminar (FYSM), providing peer support and encouragement. Mentors meet students regularly with the aim of creating a sense of community in the program, fostering safer learning spaces and supporting students to explore and achieve their goals. Mentors support learning in FYSM classes and act as role models. Mentors promote student attendance in FYSMs and workshops and use of ESP program resources including coaching. |
| Duties | • Participate in ESP orientation to welcome new students  
• Attend weekly mentor training sessions throughout the school year and required pre-service training prior to the start of the school year  
• Demonstrate reliability through excellent attendance and follow-through  
• Attend assigned seminar classes and communicate regularly with FYSM Instructor  
• Make regular announcements for students in FYSM regarding important deadlines, ESP and campus resources, and social events  
• Meet with students one-on-one  
• Support ESP students to attain academic goals by listening, being a positive role model and referring to resources when needed  
• Cultivate a consistent presence for ESP students  
• Meet regularly and maintain effective communication with Mentor Coordinator and Administrator  
• Organize and/or attend meetings and events to address the needs of their mentees |
| Experiential Learning & Transferable Skills | • Gain exposure to professional environment focusing on student support related to “helping professions” (education, social work, counselling, etc.)  
• Strengthen professional writing skills (email, breakout room chats, etc.)  
• Develop empathy and tactfulness supporting students one-on-one and provide thoughtful connection to additional resources  
• Hone judgement skills by escalating concerns to Squad Leader and Coordinator as needed  
• Expand ability to collaborate effectively with peers and supervisors (responsiveness, follow-through, tactful communication, etc.)  
• Receive specialized training related to “helping professions”, such as Motivational Interviewing, crisis and support training, stress management techniques, etc.  
• Participate in career-readiness training |
| Requirements | • Good academic standing: minimum overall GPA of 6.0 (C+) or higher  
• Enrollment as a full-time student at Carleton University*  
  *PMC students with reduced course load welcome to apply  
• Able to collaborate and work effectively with co-mentor and squad  
• Excellent listening skills  
• Motivation to help others  
• Interest in developing leadership skills  
• Reliable and proactive communication  
• Prompt in responding to emails from staff, peers and students  
• Manage your schedule responsibly  
• Attend weekly mentor training and weekly FYSM seminar during fall/winter terms (anticipated to be delivered in-person for 2022-23)  
• Attend training and orientation sessions on Aug. 31st, Sept. 1st, and Sept. 6th, 2022 (anticipated to be in-person)  
• Meet Carleton’s vaccination requirements (as per hiring policy) |
### Examples of Related Experience
- Community involvement through volunteer experience (e.g. during high school, for non-profit or charity, for religious group, through high school or post-secondary clubs, etc.)
- Experience working as part of a team (in school, or other settings)
- Experience supporting peers (in classes and workshops, or other settings)

### Hours
Up to 6 hours/week during the academic year, excluding exam period

### Remuneration
$17.00/hour, including time spent in pre-service & weekly training

### How to Apply
Applications are due by **Friday, March 11th, 2022, 11:59 pm.**

Applications will be submitted **online:**

- Please attach your resume and contact information for one non-Carleton reference to the [online application form here](#).

**Note:** The ESP Mentor program is a proud partner with Carleton University’s [ACT to Employ](https://www.carleton.ca/actemployment). We encourage students with disabilities to apply to this position. For more information on ACT to Employ, please contact [Jenna Lambert](mailto:jenna.lambert@carleton.ca).

Any questions? [ESPMentors@carleton.ca](mailto:ESPMentors@carleton.ca) Jennifer Gilbert, ESP Mentor Coordinator

[Natalie McInnis](mailto:Natalie.McInnis@carleton.ca), ESP Mentor Administrator

*Please note: ESP Mentor positions are subject to budgetary approval.*