

**ESP Mentor Program, Centre for Initiatives in Education**  
**ESP Mentor Job Description 2024-2025**

<p><b>Position Description</b></p>	<p>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.</p>
<p><b>Duties</b></p>	<ul style="list-style-type: none"> <li>• Participate in ESP orientation to welcome new students</li> <li>• Attend mandatory mentor training sessions in August and throughout the academic year (Sept-Apr)</li> <li>• Demonstrate reliability through excellent attendance and follow-through</li> <li>• Attend assigned seminar classes and communicate regularly with FYSM Instructor</li> <li>• Make regular announcements for students in FYSM regarding important deadlines, ESP and campus resources, and social events</li> <li>• Meet with students one-on-one</li> <li>• Support ESP students to attain academic goals by listening, being a positive role model and referring to resources when needed</li> <li>• Cultivate a consistent presence for ESP students</li> <li>• Maintain effective communication with Mentor Coordinator and Administrator</li> <li>• Organize and/or attend meetings and events to address the needs of their mentees</li> </ul>
<p><b>Experiential Learning &amp; Transferable Skills</b></p>	<ul style="list-style-type: none"> <li>• Gain exposure to professional environment focusing on student support</li> <li>• Strengthen professional skills</li> <li>• Develop empathy and tactfulness supporting students one-on-one and provide thoughtful connection to additional resources</li> <li>• Hone judgement skills by escalating concerns as needed</li> <li>• Expand ability to collaborate effectively with peers and supervisors (responsiveness, follow-through, tactful communication, etc.)</li> <li>• Receive specialized training related to “helping professions”, such as Motivational Interviewing, crisis and support training, stress management techniques, etc.</li> <li>• Participate in career-readiness training</li> </ul>
<p><b>Requirements</b></p>	<ul style="list-style-type: none"> <li>• <b>Attend mandatory training and orientation sessions on Aug. 28<sup>th</sup>, Aug. 29<sup>th</sup>, and Sept. 3<sup>rd</sup>, 2024 (in-person)</b> <ul style="list-style-type: none"> <li>• <b>Please note ESP Mentors will be unable to attend any degree program orientation sessions that conflict with ESP Orientation or Mentor training</b></li> </ul> </li> <li>• <b>Attend mandatory mentor training and FYSM seminar during fall/winter terms (in-person)</b></li> <li>• Good academic standing: minimum overall GPA of 6.0 (C+) or higher</li> <li>• Former ESP student enrolled as a full-time student* at Carleton University as of September 2024  <i>*PMC students with reduced course load welcome to apply</i></li> <li>• Reliable and proactive communication</li> <li>• Prompt in responding to emails from staff, peers and students</li> <li>• Manage your schedule responsibly</li> <li>• Able to collaborate and work effectively with fellow mentors</li> <li>• Excellent listening skills</li> <li>• Motivation to help others</li> <li>• Interest in developing leadership skills</li> </ul>

<b>Examples of Related Experience</b>	<ul style="list-style-type: none"> <li>• 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.)</li> <li>• Experience working as part of a team (in classes and workshops, or other settings)</li> <li>• Experience supporting peers (in classes and workshops, or other settings)</li> </ul>
<b>Hours</b>	Up to 6 hours/week during the academic year, excluding exam period and reading weeks
<b>Remuneration</b>	\$18.00/hour, including time spent in pre-service & weekly training
<b>How to Apply</b>	<p><b>Applications are due by <u>Tuesday, March 5<sup>th</sup>, 2024, 11:59 pm.</u></b></p> <p>Applications will be submitted <i>online</i>:</p> <ul style="list-style-type: none"> <li>• Please attach your resume and contact information for one non-ESP reference to <a href="#">the online application form</a>.</li> </ul> <p><b>Applicants who are <a href="#">ACT to Employ eligible</a> should indicate this on their application form. For more information on ACT to Employ, please contact <a href="#">Jenna Lambert</a>.</b></p> <p><b>Applicants who are <a href="#">Work Study eligible</a> should indicate this on their application form.</b></p> <p>Any questions? <a href="mailto:ESPMentors@carleton.ca">ESPMentors@carleton.ca</a>    <b>Jennifer Gilbert</b>, ESP Mentor Coordinator  <b>Natalie McInnis</b>, ESP Mentor Administrator</p>
	<p><b>The ESP was founded to foster university access for everyone, including those from under-represented groups. As part of our commitment to a more equitable, diverse and inclusive campus community, we actively encourage applications from racialized and Indigenous students, 2SLGBTQ+ students, neurodivergent students, students with disabilities, and students from working-class backgrounds of all ethnicities.</b></p>

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