

ESP/IESP Mentor Program
Centre for Initiatives in Education
ESP/IESP Mentor Job Description 2021-22

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| Position Description | Peer mentors are former ESP/IESP students who will work closely in an ESP/IESP first-year seminar, providing students with support and encouragement. Mentors will meet students regularly with the aim of creating a sense of community in the program, promoting safer learning spaces and supporting students to explore and achieve their goals. Mentors will support learning in first-year seminar classes and act as role models. Mentors will promote student attendance in FYSMs and workshops and use of ESP/IESP program resources including coaching. |
| Duties | <ul style="list-style-type: none"> • Participating in ESP/IESP orientation to welcome new students. • Attending assigned seminar classes and communicating regularly with course instructor. Meeting with students one-on-one. Must be reliable, with excellent attendance and communication. • Attending weekly mentor training sessions throughout the school year and required pre-service training Sept. 1st, 2nd, and 7th. • Organizing and leading meetings and events to address the needs of their mentees. • Supporting ESP/IESP students to attain academic goals by listening, being a positive role model and referring to resources when needed. • Meeting regularly and maintaining effective communication with Mentor Coordinator and Administrator. • Maintaining a consistent presence for ESP/IESP students. |
| Requirements | <ul style="list-style-type: none"> • Good academic standing: minimum overall GPA of 6.0 (C+) or higher • Enrolled as a full-time student at Carleton University • Able to collaborate and work effectively with co-mentor and squad. • Excellent listening skills. • Motivated to help others. • Interested in developing leadership skills. • Reliability and proactive communication. • Answer Carleton emails promptly. • Manage your schedule responsibly. • Attend weekly mentor training and weekly FYSM seminar during fall/winter terms. • Attend training and orientation sessions on Sept. 1st, 2nd, and 7th, 2021. |
| Related Experience | <ul style="list-style-type: none"> • Community involvement through volunteer experience. • Experience working as part of a team. • Experience with non-profit groups or student government. |
| Hours | 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 <i>Info:</i> www.carleton.ca/esp <i>Employment Opportunities</i> | <p>Applications are due by <u>Monday, March 22nd, 2021.</u></p> <p>Please submit your completed application (3 sections) in person to:</p> <p style="text-align: center;">Courtney Lindsay, Administrator, Mentor Program Centre for Initiatives in Education, Carleton University Courtney.Lindsay@carleton.ca</p> |

Please note: Mentor positions are subject to budgetary approval.