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

| 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 | • 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. 1\textsuperscript{st}, 2\textsuperscript{nd}, and 7\textsuperscript{th}.  
• 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 | • 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. 1\textsuperscript{st}, 2\textsuperscript{nd}, and 7\textsuperscript{th}, 2021.** |
| Related Experience | • 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 | **Applications are due by Monday, March 22\textsuperscript{nd}, 2021.**  
Please submit your completed application (3 sections) in person to:  

Courtney Lindsay, Administrator, Mentor Program  
Centre for Initiatives in Education, Carleton University  
Courtney.Lindsay@carleton.ca |

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