## ESP/IESP Mentor Program
### Centre for Initiatives in Education

<table>
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<tr>
<th>Position Description</th>
<th>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.</th>
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| **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 Aug. 29th and Sept. 3rd.  
- 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 Aug. 29th and Sept. 3rd, 2019.** |
| **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 **Thursday, March 7th, 2019.** Please submit your completed application (3 sections) in person to:  
**Debra Sladden, Administrator, Mentor Program**  
Centre for Initiatives in Education, Carleton University  
1516 Dunton Tower |

*Please note: Mentor positions are subject to budgetary approval.*
Application for 2019-20 Mentor Program (DEADLINE: March 7th, 2019)

Section 1 (please print clearly)

Name: ____________________________________________________________

Surname (family name) _____________________________________________

Given names ______________________________________________________

Student Number: _________________________________________________

Address: _________________________________________________________

Street ________________________________________________________________________________________________

City ________________________________________________________________________________________________

Postal Code __________________________________________________________________________________________

Telephone number(s) where you can be reached:

Mar.-Apr: Land: ( ) ___________________ Cell: ( ) ___________________

May-Sept: Land: ( ) ___________________ Cell: ( ) ___________________

E-mail: Carleton email: __________________________ Other email: ________

(Your prompt reply to our email is essential; response is expected within a day during school term and within a week during summer.)

Name and year of your FYSM/CIED Instructor: _________________________________

Workshop Facilitators: ________________________________________________________________________________

☐ I agree that the Centre for Initiatives in Education may monitor my academic record prior to and (if my application is successful) throughout my employment with CIE.

☐ As part of my application as a mentor in the Enriched Support Program, I give permission to contact my ESP/IESP First Year Seminar or CIED Instructor, Workshop Facilitators and/or Advisor concerning my attendance and performance as a student in the ESP/IESP program with regard to my suitability as a program mentor.

☐ I am available (if selected) to attend an on-campus interview Apr. 17th - May 10th. ☐ Yes ☐ No

☐ I certify that the information provided in this application is complete and accurate.

Dated: _________________________ Signed: __________________________

Section 2

Write 1-2 pages, fully answering the following four questions:

1. What are some of the activities and programs that you have been involved with and life experiences you have had that have prepared you for a position as an ESP/IESP mentor?

2. As a mentor, what kinds of activities and supports would you promote/suggest to help ESP/IESP students adapt to life at Carleton University? Be specific.

3. How do you think you could influence the attitudes and actions of some ESP/IESP students?

4. What would you hope to learn as an ESP/IESP mentor?

Section 3

Attach your resume to this application. Please include contact information (telephone number and/or email address) for a non-Carleton Reference: (You can provide a reference from any type of paid or unpaid work you have done.) Please do not include letters of reference. We will contact your references by telephone or email.

Submit your application in person to:
Debra Sladden, Administrator, Mentor Program, Centre for Initiatives in Education,
Carleton University, 1516 Dunton Tower

APPLICATION DEADLINE: THURS. MARCH 7, 2019