

ESP Mentor Program, Centre for Initiatives in Education
ESP Mentor Job Description 2025-2026

Position Description	ESP Mentors are former ESP students and current Carleton students who work closely with students in an ESP seminar (FYSM or CIED), 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 ESP seminar classes and act as role models. Mentors promote student attendance in ESP seminars and in ESP workshops, and actively encourage the use of ESP program resources including coaching.
Duties	<ul style="list-style-type: none"> • Participate in ESP orientation to welcome new students • Attend mandatory regular mentor training sessions throughout the academic year (Sept-Apr) • Demonstrate reliability through excellent attendance and follow-through • Attend assigned seminar classes and communicate regularly with the seminar professor • Make regular announcements for students in seminars 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 • Maintain effective communication with Mentor Coordinator and Administrator • Organize and/or attend meetings and events to address the needs of mentees
Experiential Learning & Transferable Skills	<ul style="list-style-type: none"> • Gain experience in a professional environment focusing on student support • Strengthen professional skills • Develop empathy and tactfulness supporting students one-on-one and providing thoughtful connection to additional resources • Hone judgement skills by escalating concerns as needed • Expand ability to collaborate effectively with peers and supervisors (teamwork, responsiveness, follow-through, tactful communication, etc.) • Receive specialized training motivational interviewing techniques, how to recognize stress and distress in students and make appropriate referrals, learning the range of student support resources available in the university, and life skills such as financial literacy and career exploration • Participate in career-readiness training
Requirements	<ul style="list-style-type: none"> • Attend mandatory training and ESP Orientation on Sept. 2nd, 2025 (in-person) • PLEASE NOTE! If you are hired as an ESP Mentor you will be <u>unable to attend any degree program orientation sessions that conflict with ESP Orientation or Mentor training</u> • Attend mandatory mentor training regularly throughout the school year • Attend ESP seminar in person, as assigned <ul style="list-style-type: none"> • You will be required to organize your other commitments, such as classes, other jobs, and personal/family trips, to avoid missing mentor training and attendance in your seminar • Good academic standing: minimum overall GPA of 6.0 (C+) or higher • Former ESP student enrolled full-time* at Carleton University September 2025 – April 2026 <i>*PMC students with reduced course load welcome to apply</i> • Reliable and proactive communication • Prompt in responding to emails from staff, peers and students • Manage your schedule responsibly • Able to collaborate and work effectively with fellow mentors • Excellent listening skills • Motivation to help others • Interest in developing leadership skills

Examples of Related Experience	<ul style="list-style-type: none"> • 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 classes and workshops, or in volunteer and work settings) • Experience supporting peers (in classes and workshops, or other settings) • If you have a strong interest in this role but no related experience, you are still welcome to apply!
Hours	Up to 6 hours/week during the academic year, excluding exam period and reading weeks
Remuneration	\$18.00/hour, including time spent in pre-service & weekly training
How to Apply	<p>Applications are due by <u>Wednesday, March 5th, 2025, 11:59 pm.</u></p> <p>Applications will be submitted <i>online</i>:</p> <ul style="list-style-type: none"> • Please attach your resume and contact information for one non-ESP reference to the online application form. • Accessible formats for the application form are available upon request. <p>Applicants who are ACT to Employ eligible should indicate this on their application form. For more information on ACT to Employ, please contact Jenna Lambert.</p> <p>Applicants who are Work Study eligible should indicate this on their application form.</p> <p>Any questions? ESPMentors@carleton.ca Jennifer Gilbert, ESP Mentor Coordinator</p> <p style="text-align: right;">Natalie McInnis, ESP Mentor Administrator</p>
	<p>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, 2SLGBTQI+ students, neurodivergent students, students with disabilities, and students from working-class backgrounds of all ethnicities.</p>

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