



**Carleton  
University**



Centre for  
Indigenous Support  
and Community Engagement

## **JOB OPPORTUNITY: PART-TIME INDIGENOUS PEER MENTOR (~8 Hours/week)**

**APPLICATION DEADLINE: Position open until filled**

The Indigenous Peer Mentor Program is designed to help the transition to post-secondary education life by promoting student engagement and a sense of belonging on campus. The Indigenous Peer Mentor Program matches new Indigenous students at Carleton University with upper-year Indigenous students who act as mentors, providing academic and social support and ongoing advice.

Peer Mentors will receive new mentees on an ongoing basis throughout the academic year, starting in September and ending in April. Meetings between mentors and mentees will occur on a weekly basis and then transition to an as-needed basis, Mentees participate for a minimum of 8 weeks to a maximum of 8 months. Mentors are responsible for completing pre-service training during the months of July & August as well as on-going personal development, weekly & bi-weekly supervision meetings and staying up to date with community and cultural resources.

This year the peer mentorship will offer three streams to best serve the Indigenous community.

- **Carleton Peer Mentorship:** Matched with new undergraduate students
- **Indigenous Enriched Support Program (IESP):** Matched with students in the IESP program
- **Community Partners:** Matched with a community partner such as a school or and Indigenous community centre

This program is offered by the Centre for Indigenous Support and Community Engagement in collaboration with the Student Experience Office.

This position is of interest to Carleton students in all disciplines and provides experience that has been of benefit to those interested in teaching, social work, child and youth work, recreation, and other human services professions. It also offers a unique opportunity to develop strong leadership skills. Students are encouraged to self-declare Inuit identity.



## **Job Description**

**Position  
Description**

Indigenous peer mentors are paired with new, self-identifying, Indigenous students. They will provide one on one meetings, initially weekly and then moving to an as needed basis during the academic year. Peer mentors act as leaders and supports for the Indigenous student body at Carleton by providing social, academic and cultural support as well as connection to resources. Mentors form a collaborative community of support while developing leadership, communication and problem-solving skills.

**Responsibilities**

- Attend all trainings prior to and while in the position
- Build a positive rapport and supportive relationship with mentees
- Meet 1:1 with mentees to provide support in the areas of; social, academic and cultural support.
- Maintain consistent and up to date communication with mentees and staff at the Centre for Indigenous Support and Community Engagement
- Participate in and support the Centre's cultural programming
- Complete necessary documentation (e.g. meeting reports, incidents reports, payroll hours)
- Maintain confidentiality and professionalism with your mentee and other staff and refrain from sharing sensitive information
- Ensure that your supervisor is informed of any concerns in a timely manner
- Act in accordance with your role as an ambassador and representative of the Centre for Indigenous Support and Community Engagement and Carleton University
- Operate within the limits of training and expertise as provided and practiced in Mentor training
- Adhere to the Mentoring program guidelines as outlined by the Mentoring Coordinator



## Requirements

- Self-identification as First Nations (status/non-status) Inuk, Metis
- Have successfully completed the IESP program (for IESP stream only)
- Be enrolled as a student, 2<sup>nd</sup> year standing and higher for the Fall 2022 term (exception for IESP stream)
- Be in good academic standing
- Have excellent communication, interpersonal, and time management skills
- Show compassion and empathy for others
- Be knowledgeable of campus resource
- Ability to work as part of a team
- Must be comfortable using virtual technology and have access to necessary technology to complete program activities.
- Clear Vulnerable Police Record Check

## Hours

- Up to a maximum of 8 hours/week during the academic year
- Majority of hours to be completed during office working hours (8:30-4:30pm) with some evening and weekend hours

## Remuneration

- Salary starts at \$17.00 per hour and increase with years of experience.

## Dates

- Contract until April 30, 2023

## How to apply

Submit the following via email at [indigenous@carleton.ca](mailto:indigenous@carleton.ca)

- A completed application form (2 sections)
- Your resume (Including contact information for two references)