Number of Positions Available: 2
Department: International Student Services Office
Term: August 2018-April 2019
Commitment: 5 hours per week
Honorarium: $600 paid in two installments of $300 at the end of each term (fall/winter)

Application Deadline: Wednesday March 7, 2018

Job Description

The International Student Services Office (ISSO) offers a unique mentorship opportunity to two International Student Group Mentorship Facilitators who provide peer-to-peer support and mentorship to new and returning international students in a group setting. International Student Group Mentorship Facilitators run weekly group mentorship sessions during the academic year, supporting the experiences of undergraduate and graduate international and exchange students. Group mentorship offers international students a place to connect with other students and share their experiences transitioning to student life in Canada. International Student Group Mentorship Facilitators work together to prepare and facilitate weekly themes of interest to students new to Canada and Carleton.

International Student Group Mentorship Facilitators report to the Intercultural Programs Coordinator at the International Student Services Office, work approximately five hours per week – a combination of office hours and mentorship sessions, and play a key role in the ISSO’s international student mentorship team.

International Student Group Mentorship Facilitators are self-motivated and energetic individuals, willing to share their experiences and time with new international students. Successful candidates maintain strict confidentiality, are responsive to the diverse social and cultural needs of international students, resourceful, and keep up to date information on the services and opportunities available to international and exchange students at Carleton.

International Student Group Mentorship Facilitators need to have completed a minimum of one year of studies at Carleton University, have previous mentorship or international experience, and be in good academic standing.

In support of the International Student Group Mentorship Facilitators, the ISSO will provide a comprehensive training and professional development experience. International Student Group Mentorship Facilitators will be required to attend all mandatory training dates and team meetings as these will provide the education and support needed for developing the required mentorship skills.

This opportunity is recognized in the Co-curricular Record – www.carleton.ca/CCR

Qualifications & Requirements

- Have successfully completed at least one year of studies at Carleton University
- Have previous mentorship and or ISSO experience
- Be in Good Academic Standing
- Have background in leadership, volunteerism, or campus involvement
- Be welcoming and open minded
- Have the ability to multi-task efficiently and effectively, work under pressure, work independently, and within a team environment
- Establish priorities and pay attention to detail
- Strong organizational and time management skills
• Able to manage competing priorities
• Display aptitudes in research, analysis and synthesis of information
• Experience working and communicating across-cultures
• Maintain confidentiality at all times
• Communicate to supervisor any needs, concerns etc.
• Balance academic and role demands
• Available to attend all training dates, group sessions, and meetings
• Able to provide a Police Record Check after being selected for the position - additional instructions will be provided to the successful candidate.

Training

Please note that all successful candidates must attend two mandatory training days in August - Tuesday August 28 and Wednesday August 29, 2018 from 9:00AM to 4:00PM, and a two hour in service training session later in the fall (to be scheduled).

Application Instructions

Please submit your complete application to the International Student Services Office (128 University Centre) or by email to maria.walt@carleton.ca

Your application must include:
• The application form attached
• A cover letter including your experiences and suitability for the position
• A copy of your resume

Deadline to apply: Wednesday March 7, 2018
International Student Group Mentorship Facilitator
International Student Mentorship Program
2018/19 Academic Year

Applicant Information – please print clearly

First Name: ____________________________________________

Last Name: ____________________________________________

Carleton student number: ________________________________

E-mail: ________________________________________________

Telephone Number: ___________________________ Telephone number (2) ___________________________

Year of Study: _____________________________

Level of Study (Undergraduate/Graduate): __________ Faculty/Program: ____________________________

Years at Carleton: ______