

communityconnections

Community Connections Peer Mentor 2022-2023

Department: Student Experience Office - Community Connections Program

Term of Position: September 2, 2022 to April 28, 2023

Remuneration: \$16/hour

Averages 2-3 hours per week

Application Due: Sunday July 4 at 11:59pm (EST)

See end of this Job Description document for Application Details.

Through the [Mentorship Network](#), the [Student Experience Office](#) (SEO) at Carleton University has partnered with campus stakeholders to offer a peer mentorship program for all students in our community. [Community Connections](#) is designed to provide support for students in the areas of positive mental health, well-being, community building and sense of belonging. Community Connections employs a team-based approach to mentoring, and therefore Peer Mentors will be assigned a Peer Advisor who will provide support and guidance in addition to the Mentorship Coordinator and community-based consultants throughout the training and the program's duration.

Reporting directly to the Mentorship Coordinator at the SEO, Peer Mentors engage in individual virtual mentoring with 3-4 student Mentees. Peer Mentors will be individuals who identify with the African, Caribbean, or Black communities at Carleton University and will be mentoring students Mentees who have asked to be matched with a Mentor who also identifies with their community.

Peer Mentors receive Mentees on an ongoing basis, up to a maximum of 4 at a time. Meetings occur on a weekly basis and slowly transition to bi-weekly as Mentees prepare to exit the program. Mentees participate for a minimum of 6 weeks up to a maximum of 8 months. Peer Mentors are responsible for completing all mandatory training, completing meeting reports after each meeting, attending a bi-weekly Community Connections team meeting and attending consultations as necessary with community partners.

Mentors will complete virtual (synchronous and asynchronous) comprehensive training including LivingWorks Start (suicide prevention training) and Peer Supporter Training through the Mentorship Network. Additional workshops will occur to discuss the African, Caribbean, and Black student experiences. Training is mandatory and occurs in September in a fully virtual format. Peer Mentors can progress through the majority of the training at their own pace, with guidelines and virtual check-ins throughout to stay on track. Selected Peer Mentors will receive CCR certification for position with Community Connections as well as all training.

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Requirements:

Successful candidates must:

- Be enrolled as an undergraduate student, 2nd year standing or higher, at Carleton University for Fall 2022
- Be in good standing in their academic program
- Lived experience as an African, Caribbean, or Black person
- Have excellent communication, interpersonal, and time management skills
- Show compassion and empathy for others
- Be knowledgeable of campus resources
- Have the ability to, or be willing to learn to use online platforms such as MS Teams
- Present a clear Vulnerable Sector Police Record Check

Responsibilities:

- Attend all required training for the role
- Meet with each Mentee individually and in a virtual capacity each week during their involvement with the program
- Build positive rapport with mentees
- Maintain consistent communication with Mentees, and you're the Community Connections Team through MS Teams and email
- Uphold confidentiality of your mentees, and refrain from sharing personal information of mentees with anyone on the Community Connections aside from the Mentorship Coordinator
- Complete online meeting reports at the conclusion of each meeting with each Mentee
- Complete payroll documentation of hours
- Ensure that the Mentoring Coordinator is informed of any concerns in a timely manner
- Act in accordance with your role as an ambassador and representative of the Student Experience Office 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

Apply at: <https://carleton.ca/mentoring/cc-mentors-acb-2021-application-page/>

Password: CCPA2022

Applications due August 10th at 11:59pm

All candidates must be able to participate in a virtual interview process.

More information will be share if selected to continue in the interview process.

Questions can be directed to the Mentorship Coordinator Dan Vrbanac at mentoring@carleton.ca