

Community Connections Mentor

Term: Contract – January 9th, 2023 – to April 28th, 2023

- **Hiring Office:** Student Experience Office (SEO)
- **Hiring Manager:** Dan Vrbanac
- **Hiring Manager Title:** Mentorship and Transition Support Coordinator
- **Hiring Manager Email:** danielvrbanac@cunet.carleton.ca
- **Hiring Manager Phone Number:** (613) 520-2600 ext. 1030
- **Position Type:** Part-Time
- **Number of Hours:** 2-3 Hours Per Week
- **Pay Rate:** \$16.00 per hour
- **Number of Positions:** 2

Position Overview

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.

Reporting directly to the Mentorship Coordinator at the SEO, Peer Mentors engage in individual virtual or in-person mentoring with up to 4 students. Peer Mentors will be individuals who identify as Muslim 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 4 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 Muslim student experiences. Training is mandatory and occurs in January. Peer Mentors can progress through the majority of the training at their own pace, with guidelines and check-ins throughout to stay on track. Selected Peer Mentors will receive CCR certification for position with Community Connections as well as all training.

Core Responsibilities:

- Attend all required training for the role
- Meet with each Mentee individually each week during their involvement with the program
- Build positive rapport with mentees

- Maintain consistent communication with mentees, and 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
- 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

Requirements:

Successful candidates must:

- Be enrolled as an undergraduate or graduate student, 2nd year standing or higher, at Carleton University for Winter 2023
- Be in good standing in their academic program
- Lived experience as a Muslim student
- 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

Disclaimer

The material contained herein is provided for informational purposes only. All open jobs offered by Carleton University are subject to specific job skill requirements. The job skill requirements, qualifications, and preferred experience are determined by a subsidiary, office or department within the company which is offering the position, and all positions are subject to local prevailing employment laws and restrictions. This would include immigration laws pertaining to work authorization requirements and any other applicable government permissions or compliance. The materials in this document are provided without warranties of any kind, either expressed or implied, including but not limited to warranties regarding the accuracy or completeness of the information contained in this document or in any referenced links. While Carleton University attempts to update this document in a timely basis, the information is effective only as of the time and date of posting. Strict confidentiality will be observed at all times. Carleton University is an equal opportunity employer. The information in this document is for information purposes only and is not intended to be relied upon with legal consequence.

The personal information requested in this document is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information, please contact the Assistant Director, Employee Services, FIPPA Representative for Human Resources, Room 507 Robertson Hall, (613)520-2600 x8635. Carleton University is fully compliant with FIPPA and endeavours at all times to treat your personal information in accordance with this law.