

# Community Connections Mentor

Term: Contract – January 9<sup>th</sup>, 2023 – to April 28<sup>th</sup>, 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](mailto: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 student, 2<sup>nd</sup> 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

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