

First Year Connections Peer Mentor Contract 2021

I, _____, hereby understand and commit to the following terms:

1. I understand that the Peer Mentor position is a critical component of Carleton University's mentorship programs offered to incoming students through the Student Experience Office.
2. I understand that my full commitment and dedication to the Peer Mentor position is essential for the success of the First Year Connections program offered by the Student Experience Office.
3. I understand that, as a Mentor with the program, I am entitled to be treated with dignity and respect. I will therefore approach my fellow Mentors, Student Experience Office staff members, University staff and faculty, members of the community, new students and their family members with the same integrity and respect.
4. I understand the commitment outlined in the job description of Peer Mentor position –
 - a) Term of Position: September 1 – October 23, 2021 (Up to 5 hours/week)
This position will be required to work during some evenings and weekends as well as attendance at mandatory pre-service training and optional in-service training dates. This position will include summer communication and training modules.
 - b) Remuneration : Hourly rate of \$14.25/hour, up to 5 hours per week
 - c) Completion and successful implementation of my role as outlined in training
 - d) I understand that I will arrive on time for all meetings and training sessions.
5. I understand that as a Peer Mentor for Carleton University, I am an ambassador for the university. I will not behave in a manner that may damage the reputation of the Carleton University, the program or the Student Experience Office. I will not speak in a derogatory fashion about Carleton University, the First Year Connections program or the Student Experience Office volunteers and staff.
6. I will encourage diversity and an inclusive campus community by doing my best to treat everyone with sensitivity and respect, and without bias.
7. I will uphold University policies and procedures.
8. I understand that the goal of the program is to support first year students in their transition to university. I will do my best to ensure that all students are given the information and courtesy they need to feel welcome and to become an active member of the community. I will provide information to all queries as best I can, but I will not offer information or advice that I know to be false or misleading, or whose accuracy is beyond what I know.
9. I understand the importance of working in a team environment and the expectations of me within that environment.
10. I understand that as a Peer Mentor I am in a position of leadership and influence; consequently I will act as a positive role model for new students. This includes, but is not limited to: refraining from adding new students as my friend on Facebook, and not engaging in inappropriate interpersonal behaviour, sexual or otherwise during the program.

11. I will not be under the influence of alcohol and/or drugs during any time that I am officially representing the First Year Connections program, including at training, meetings, one on one meetings with mentees, or promotional events. I will neither use nor promote the consumption of alcohol and drugs with new students during the program.
12. As a paid staff member, I am entitled to receive proper training to assist me in my responsibilities. If I feel I have been treated poorly, or am not receiving adequate training, I will speak with the Student Experience Office staff. If I do not understand something, I will ask for clarification.
13. As a Peer Mentor I may have access to office files and student information which is confidential material – I will maintain the confidentiality of all sensitive student office information and will not discuss any of this information outside the office.
14. I will uphold my mentee’s and mentors confidentiality, and ensure that I am passing information up to the Mentorship Coordinator as necessary.
15. I will support the efforts and activities of the program and contribute to the team to the best of my ability. This involves fulfilling all duties and arriving for all meetings and events on time.
16. I agree to facilitate my mentorship meetings in a strictly virtual capacity only, via the MS Teams application.
17. I will contribute to the further growth and development of the program by reporting any problems I encounter and by offering constructive suggestions for ways to improve the program. I will convey feedback to the Student Experience Office.

If for any reason I am unable to commit to any of the above terms, I will advise the Student Experience Office well in advance. If I am unable to take part in these commitments or if my conduct is deemed non-conducive to the goals of the First Year Connections program and the Student Experience Office, I understand that I may be asked to relinquish my Peer Mentor position.

Signature of First Year Connections Peer Mentor

Date

Signature of Mentorship Coordinator

Date

