First Year Connections Peer Mentor 2019

**Department:** Student Experience Office  
**Term of Position:** August 30th to October 18th 2019  
**Remuneration:** $15/hour  
6 week contract – Can be up to 5 paid hours per week  
**Application Due:** March 25th at 9:00am

Through the Mentorship Network, the Student Experience Office (SEO) at Carleton University has partnered with campus stakeholders to offer a peer mentorship program designed to support incoming first year students in their transition to University. First Year Connections is a leadership opportunity for upper year students to support others and help make their transition smooth.

Reporting directly to the Mentorship Coordinator at the SEO, Peer Mentors engage in one-on-one mentoring with up to 5 first year students. Peer Mentors meet weekly with each mentee once a week for the first 6 weeks of the Fall term (September to mid-October). Mentors are provided with comprehensive training and receive Peer Supporter Certification through the Mentorship Network. Peer Mentors are responsible to complete meeting reports and program evaluations. First Year Connections employs a team based approach to mentoring, and therefore Peer Mentors will be assigned a Senior Mentor and will meet with the entire mentor team as well as their mentor cluster twice during the 6 week period of the program during in-service training sessions.

Training for this position includes taking part in online training modules throughout Summer 2018. Mentors will participate in an in person training day late August/early September. SafeTALK training is required and sessions will be offered to those successful in the role. Additional optional training will also be offered to any interested successful candidates. The position is CCR recognized. Selected mentors will receive CCR certification for both the Peer Supporter training and their position as an FYC Mentor.

**Requirements:**

- Enrolled as an undergraduate student of Carleton University in the 2018-2019 Academic Year
- Good Academic Standing
- Completion of SafeTALK Training prior to start date that is dated September 2017 or later (Sessions free of charge will be offered for those who need to complete this training)
- Excellent communication, interpersonal, organization, judgement and time management skills
- Compassion and empathy for others & knowledge of campus resources
- Successful candidates will be required to present a clear Police Record Check
Responsibilities:

- Meet with each mentee one-on-one weekly for 6 weeks (September to mid-October)
- Build positive rapport with mentees
- Respond to all emails from mentees and Peer Mentors in your cluster within 48 for non-urgent communication
- Follow up with meetings with online correspondence
- Complete online meeting reports at the conclusion of each meeting
- Complete payroll documentation of hours
- Complete evaluation at end of program
- Attend In-Service training during the program taking place Friday September 20 and Friday October 4 at 6:00pm
- Ensure that the Mentoring Coordinator is informed of any concerns or conflicts 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
- Complete all online training prior to August in person training sessions. Attend all in person training sessions.
- Attend any Professional Development sessions offered by the Mentorship Network throughout the Academic Year that are of interest to you
- Adhere to the Mentoring program guidelines as outlined by the Mentoring Coordinator

All candidates must be available for a ½ day group interview on Saturday March 30th.

All Candidates must be available for training late August/early September.

Questions can be directed to the Mentorship Coordinator Teddy Kozela at mentoring@carleton.ca