

First-Year Connections Senior Peer Mentor 2022

Department: Student Experience Office

Term of Position: September 2 to October 21, 2022

Remuneration: \$16.00/hour

7-week contract – Can be up to 5 paid hours per week

Application Due: March 25th at 4:30 pm (EST)

Through the [Mentorship Network](#), the [Student Experience Office](#) (SEO) at Carleton University has partnered with campus stakeholders to offer a peer mentorship program. [First Year Connections](#) (FYC) is designed to provide a leadership opportunity for upper-year students to support incoming first-year students in their transition to university.

Reporting directly to the Mentorship Coordinator at the SEO, Senior Peer Mentors engage in individual virtual mentoring with up to 5 first-year students, Mentees as they are called in the program. Senior Peer Mentors make email-based connections in early September with their Mentees and meet weekly via Microsoft Teams with each Mentee for the first 6 weeks of the Fall term (September to mid-October). Senior Peer Mentors are responsible for completing meeting reports and program evaluations. First Year Connections employs a team-based approach to mentoring, and therefore Senior Peer Mentors will provide support and guidance to a team of Peer Mentors in addition to the Mentorship Coordinator throughout the training and the program's duration.

Senior Peer Mentors will complete virtual (synchronous and asynchronous) comprehensive training including LivingWorks Start (suicide prevention training) and Peer Supporter Training through the Mentorship Network. Training for this occurs throughout Summer 2022. Senior 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. Training specific to the Senior Peer Mentor role will occur in May 2022. Additional optional training will also be offered to any interested successful candidates, and for some streams within the program. Selected mentors will receive CCR certification for the position as an FYC Senior Peer Mentor as well as the training.

Requirements:

Successful candidates must:

- Be enrolled as an undergraduate student, 2nd year standing or higher, at Carleton University in the Fall 2022 term
- Be in good standing in their academic program

- Have previously acted as an FYC Peer Mentor in the past 2 years
- Complete virtual training provided in Spring/Summer 2022
- 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 (more information will be provided if hired)

Responsibilities:

- Attend all required training for the role
- Meet with each Mentee virtually and individually each week from September to mid-October
- Build positive rapport with mentees
- Maintain consistent communication with Mentees and your Peer Mentor group through MS Teams and email
- Identify engagement opportunities within the Carleton community for mentees
- Facilitate discussions through your Peer Mentor Group's MS Teams Channel throughout the program
- Complete online meeting reports at the conclusion of each meeting with each Mentee
- Complete payroll documentation of hours
- Complete evaluations of training and at end of First Year Connections experience
- 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

All candidates must be able to participate in a virtual interview process which will consist of an individual virtual live interview between March 29th-31st.

All Candidates must be available to participate in virtual mandatory training prior to their start date. More information will be shared if selected to continue in the interview process.

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