

## First Year Connections Peer Mentor 2023

**Department:** Student Experience Office

**Term of Position:** August 28 to October 26

**Remuneration:** \$15.50/hour – 5 hours per week

**Application due:** March 13, 11:59pm

*First Year Connections* (FYC) is a peer support program offered by the [Student Experience Office \(SEO\)](#) in partnership with campus stakeholders and 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 mentoring with up to 5 first-year students (mentees). Selected mentors will receive [Co-Curricular Record \(CCR\)](#) certification for the position as an FYC Peer Mentor as well as the completed training.

### Peer Mentor Requirements:

- Be enrolled as an undergraduate student 2<sup>nd</sup> year standing or higher for Fall 2023 at Carleton
- In good academic standing (as defined in the Carleton University Undergraduate Calendar), at the time when the application is received and receive an ACE of Eligible to Continue (EC) until the end of the contract
- Have excellent communication, interpersonal and time management skills. Demonstrate compassion and empathy for others, and be knowledgeable of campus resources.
- Have the ability to meet in person with students on campus
- Present a recent clear Vulnerable Sector Police Record Check (more information will be shared)

### Peer mentor Responsibilities:

- Complete synchronous, asynchronous and in person comprehensive training including but not limited to LivingWorks Start (suicide prevention training) and Peer Supporter Training
- Provide payroll documentation by deadlines provided
- Meet with each mentee **in person, one-on-one, weekly**, from September to mid-October ensuring that positive rapport is built with mentees
- Submit a meeting report to the Mentorship Coordinator promptly after each mentee meeting
- Check and maintain consistent communication with your Peer Mentor group through MS Teams
- Identify and suggest engagement opportunities within the Carleton community for mentees
- Complete evaluations of training and at the end of the program
- Ensure that the Mentorship Coordinator is informed of any concerns in a timely manner
- Participate in at least one paid shift during Fall Orientation (August 29-September 8)
- Act in accordance with your role as an ambassador and representative of the SEO & Carleton
- Operate within the limits of training and expertise as outlined and practiced in mentor training
- Adhere to the Mentoring program guidelines as outlined by the Mentoring Coordinator

**All candidates must be available for a Group interview day March 25/26 – date to be confirmed.**

**All Candidates must be available to participate in all 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 Teddy Kozela at [mentoring@carleton.ca](mailto:mentoring@carleton.ca)**

