

First-Year Connections Peer Mentor 2026

Department: Office of Student Affairs

Term of Position: Wednesday September 9th – Friday October 23rd, 2026

Application Deadline: Friday, July 17th at 11:59pm

Job Type: Part-Time

Position Title: First-Year Connections Peer Mentor

Salary: \$17.95/hour

Location of Work: Carleton University

Job Description:

First Year Connections (FYC) is a peer-to-peer mentorship program that pairs first-year students with an upper-year Peer Mentor in a similar academic program to support them in their transition to Carleton. Connecting with an FYC Peer Mentor gives students the opportunity to have someone answer their questions, connect them with campus resources, learn more about their program and see how to get involved on campus. Peer mentors are trained in providing great resources and support for first-year students, from the first week of September until fall break.

FYC Peer Mentors engage in individual mentoring with up to 10 first-year students or “Mentees” as they are called in the program. FYC Peer Mentors make email-based connections in early September with their Mentees and meet weekly on campus or via Microsoft Teams with each Mentee for the first 6 weeks of the Fall term (September to mid-October). FYC Peer Mentors are responsible for completing 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 who will provide support and guidance throughout the program’s duration.

Mentors will complete comprehensive training prior to the position start date. Successful candidates must be available during the week of August 24th to August 28th, 2026, for virtual training.

Responsibilities:

- Attend all required training for the role
- Meet each Mentee individually in person on campus or virtually on MS Teams 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

- 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 program coordinator is informed of any concerns in a timely manner
- Act in accordance with your role as an ambassador and representative of 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 program coordinator

Qualifications:

- Be enrolled as an undergraduate student, 2nd year standing or higher, at Carleton University in the Fall 2026 term
- Be in good standing in their academic program
- Have excellent communication, interpersonal, and time management skills
- Show compassion and empathy for others
- Be knowledgeable of campus resources
- Available for training in the second last week of August
- Can, 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)

Application Guidelines:

Please submit a personal statement sharing why you want to be a Mentor by Friday, July 17th at 11:59pm. Please indicate on your application, if you are interested in mentoring in one or more specific streams such as:

- Afro, Caribbean, and Black
- Faculty of Engineering & Design
- Faculty of Science
- First-Generation
- Sprott School of Business