

## **First-Year Connections Senior Peer Mentor 2026**

**Department:** Office of Student Affairs

**Term of Position:** Wednesday September 9<sup>th</sup> – Friday October 23<sup>rd</sup>, 2026

**Application Deadline:** Friday, July 17<sup>th</sup> at 11:59pm

**Job Type:** Part-Time

**Position Title:** First-Year Connections Senior Peer Mentor

**Salary:** \$20/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 Senior Peer Mentors engage in individual mentoring with up to 10 first-year students or “Mentees” as they are called in the program. FYC Senior 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 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 FYC Peer Mentors in addition to the program coordinator 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 24<sup>th</sup> to August 28<sup>th</sup>, 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
- 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 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, 2<sup>nd</sup> year standing or higher, at Carleton University in the Fall 2026 term
- Be in good standing in their academic program
- Have previously acted as an FYC Peer Mentor in the past 2 years
- Have excellent communication, interpersonal, and time management skills
- Show compassion and empathy for others
- Be knowledgeable of campus resources
- Strong leadership skills and ability to manage competing priorities
- 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 17<sup>th</sup> at 11:59pm. Please indicate on your application, if you are interested in mentoring in one or more specific stream such as:

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