OFFICE OF STUDENT TRANSITION OPPORTUNITY

CANDIDATE PROFILE – FALL/WINTER 2017/18
Academic Coaching Mentor


FALL/WINTER RENUMERATION: Salary to be confirmed with offer. The hours expected of the Academic Coaching Mentor are approximately 8-10 hours per week. The Academic Coaching Mentor is paid up to a maximum of 180 hours during the academic school year. Attendance at Coaching sessions will be required. Evening and weekend work as required.

REPORT TO: The Academic Coaching Mentor reports to the Office of Student Transition at the University of Toronto Mississauga, and directly to the Learning Strategist, Orientation and Transition Programs. The Learning Strategist will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: In the Fall/Winter 2017/2018 term, the Academic Coaching Mentor will participate in the following as part of this position:

The Academic Coaching Mentor will be facilitating weekly sessions for small groups of new to UTM students to support academic skill development, and help students build a sense of community and connection with the campus. Mentors act as a resource to support students’ transition to university, by providing advice based on their experiences and best practices, engaging students with similar interests, and connecting students to existing services and opportunities on campus. In addition to the weekly sessions, mentors may be required to attend social events offered through the Academic Coaching Program.

The Academic Coaching Mentor must be enrolled in 40% of a full course load for the entire fall/winter period of study. Selection for this position includes an application and interview process. This is a USW Casual Position that can be accepted in conjunction with no more than ONE Work-Study per program period.

REQUIRED SKILLS
- Student of UTM in good academic standing;
- Experience in a transition program, ideally focused on non-traditional populations of students (i.e. First Generation, Transfer or Mature)
- Cross-cultural awareness;
- Strong oral and written communication;
- Excellent time management;
- Knowledge of the campus and its resources; and
- Familiarity with planning and facilitating events and workshops.
RESPONSIBILITIES

A. ACADEMIC COACHING
- Coordinate and facilitate weekly Academic Coaching sessions focused on academic skill development;
- Create a supportive peer network to help students meet others with similar interests, find study partners, and engage with successful upper year students; and
- Advise students to the best of your ability and make referrals where appropriate.

B. COMMUNICATION & ADMINISTRATION
- Communicate with your group of students and disseminate information relevant to them regarding university programs and events in a timely manner;
- Submit bi-weekly timesheets;
- Refer to University policies to answer questions and inform students;
- Maintain required levels of confidentiality when interacting with parents & families;
- Be respectful and professional at all times;
- Monitor U of T email account daily for work-related emails; and
- Promote the Office of Student Transition through fairs, tabling, social media, etc.

C. TEAM DEVELOPMENT
- Attend Academic Coaching team meetings and one-on-ones with the Learning Strategist; and
- Participate in team socials and team building.

D. TRAINING & COMMITMENTS
- Attend Student Leader training from August 21-25 2017;
- Attend UTM Orientation from August 26 to August 30, 2017;
- Attend the Academic Coaching Program Celebration for program completers in March 2018;
- Attend Exam Jam in December 2017 & April 2018;
- Attend in-service training and development throughout the academic year; and
- Participate in leadership events as offered by the Office of Student Transition.

E. ADDITIONAL DUTIES
- Additional duties as assigned by the Supervisor.