

Mentorship & Facilitation Job Family

Department: Centre for Student Engagement

Nature and Scope:

Mentorship and facilitation roles with the Centre for Student Engagement work alone or in pairs to facilitate their assigned programs. They are expected to participate in weekly team meetings, recruitment and outreach activities. Mentors and facilitators must have strong communication and facilitation skills. Depending on the program, mentors and facilitators will be supporting other UTM students or local youth and may be required to develop curriculum for program participants. Mentorship and facilitation programs include Bigs on Campus, Black Youth Mentorship, Peer Mentorship, Alumni Mentorship and utmLEAD.

Here are some examples of positions that have been under the Mentorship & Facilitation Job Family in the past:

- Bridging Mentors
- Mentorship & Leadership Assistant
- Community Mentorship Assistant
- Academic Coaching Assistant

Duties and Responsibilities:

- Facilitate workshops and programs to students, following a peer-led model
- Promote CSE program through various outreach activities
- Send regular emails to participants in the program
- Monitor U of T email account daily for work-related emails
- Attend weekly team meetings
- Participate in team socials and teambuilding

Training & Commitments:

- Attend Student Leadership Training (Tentative August 30, 2021 – September 3, 2021)
- Support large-scale CSE events including UTM Orientation (Tentative September 4, 2021 – September 10, 2021) and Exam Jam (TBC)
- Assist with the recruitment and hiring process in Winter 2022;
- Attend one-on-one meetings with the supervisor/Team Lead regularly.

Additional Duties:

- Additional duties as assigned by the supervisor.

Minimum Qualifications Required:

- Interpersonal & communication skills
- Experience with mentorship an asset
- Strong public speaking skills
- Group facilitation skills
- Excellent time-management
- Cross-cultural awareness
- Knowledge of the campus and its resources

- Must maintain a minimum CGPA of 2.0 while employed with CSE
- Must be enrolled in 40% of a full course load for the entire Fall/Winter period of study
- Be legally able to work in Canada
- The incumbent must be available for the training at the end of August
- CCR competencies that we look for and evaluate across all of our Job Families are: collaboration, communication, communications & media, community and civic engagement, decision-making and action, facilitating and presenting, critical thinking, leadership, professionalism, project management, social intelligence and teamwork.

Contract Period

Fall Term: Start August 30, 2021 and conclude in February 2022

**Exact dates to be confirmed at the time of an offer

Remuneration

- \$15/hour
- 5-10 hours per week during the 2021/2022 Fall/Winter terms

Interested and qualified candidates will be able to submit applications from December 14, 2020 to January 22, 2021 at 12 noon.