CENTRE FOR STUDENT ENGAGEMENT OPPORTUNITY
CANDIDATE PROFILE – FALL/WINTER 2018-19
Bridging Mentor


F/W RENUMERATION: Fall/Winter: Salary $15 per hour. The hours expected of a UTMBP Mentor is approximately 5-8 hours per week up to a maximum of 200 hours during the academic school year.

REPORT TO: The Bridging Mentor reports to the University of Toronto Mississauga Centre for Student Engagement and directly to the Student Engagement Coordinator, Leadership, Mentorship & the Co-Curricular Record. The Coordinator will provide training, support, and assistance in the execution of their responsibilities.

POSITION SUMMARY: The Bridging Mentor will mentor approx. 10 UTM Bridging Program and UTM Refugee Program students through the fall and winter term. Through emails, 1:1 and community building activities, the UTMBP will assist the participants in their transition to UTM.

The Bridging 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.

REQUIRED SKILLS:
▪ Student of UTM in good academic standing;
▪ Successful UTMBP graduate preferred
▪ An untraditional university experience is preferred
▪ Accurate data entry and attention to detail;
▪ Values team work, working effectively with others as well as independently;
▪ Strong cross-cultural awareness
▪ Leadership and Mentorship
▪ Familiarity with UTM CSE mandate and services;
▪ Proven written and verbal communication: to assist with report writing as well as communicating with team members.

RESPONSIBILITIES:
A. MENTORSHIP & ADVISING
▪ Maintain flexible availability in order to hold one-on-one meetings with students;
▪ 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 weekly reports summarizing the occurrences, events, and interactions of each week;
- Refer to University policies to answer questions and inform students;
- Be respectful and professional at all times;
- Monitor U of T email account daily for work-related emails;
- Promote access to post-secondary and the Centre for Student Engagement through fairs, tabling, social media, etc.
- Utilize a mentor budget for student programming

C. TEAM DEVELOPMENT
- Attend and contribute at regular team meetings and one-on-ones with the Student Engagement Coordinator
- Participate in team socials and team building.

D. TRAINING & COMMITMENTS
- Attend Student Leader Training in late August;
- Assist with CSE events including: Exam Jam, Fall Campus Day, March Break Open House, Parent and Family Orientation and O-Week and,
- Assist with student leader hiring for 2020/2021

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