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, co-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.

Jobs in the Community Engagement Program Development Family include:
• UTM Bridging Mentors
• Peer Leadership Coaches
• Community Engagement Mentorship Assistant

Duties and Responsibilities:
• Facilitate workshops and programs to students, following a peer-led model
• Promote CSE program through fairs, tabling, social media, etc
• 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 (August 31, 2020 – September 4, 2020)
• Support large-scale CSE events including UTM Orientation (September 5, 2020 – September 12, 2020) and Exam Jam (TBC)
• Assist with the recruitment and hiring process in Winter 2021;
• 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.
Contract Period
Fall Term: Start August 31, 2020 and conclude in February 2021
**Exact dates to be confirmed at the time of an offer

Remuneration
- $15/hour
- 5-10 hours per week during the 2019/2020 Fall/Winter terms

Interested and qualified candidates will be able to submit applications from January 6, 2020 to January 24, 2020 at 12 noon.