

## **Mentorship Job Family**

**Department: Centre for Student Engagement**

**Reports to: Student Engagement Coordinator**

### **Nature and Scope**

Mentorship jobs with the Centre for Student Engagement run our Peer Facilitated Group Mentorship offerings. Mentors 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 must have strong communication and facilitation skills.

### **Jobs in the Mentorship Family include:**

- Peer Leadership Coaches, utmLEAD

### **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
- Attend in-service training and development throughout the contract period;
- Assist with the recruitment and hiring process in Winter 2019;
- Attend 1:1 meetings with a Student Engagement Coordinator/Team Lead regularly.

### **Additional Duties**

- Additional duties as assigned by a Student Engagement Coordinator.

### **Minimum Qualifications Required**

- Strong public speaking skills
- Group Facilitation Ability
- 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: The end of August, 2019 and concluding in April 2020.

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

**Remuneration**

- \$14 - \$16/ hour
- 5 – 15 hours per week during the 2019/20 Fall/Winter terms

**Interested and qualified candidates will be able to submit applications between January 7, 2019 and February 8<sup>th</sup> at 12 noon.**