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 8th at 12 noon.