Employment Opportunity

Position: Student Lead, Mentorship Programs

Term: May 6 to August 23, 2024, 35 hours/week

Please note this position has the potential to extend after the summer with a new contract, working September 2024 to April 2025 at 10 hours/week

Remuneration: $17.34/hour (plus 4% vacation pay)

Mentorship Programs Student Lead
Position Description

Background:

The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

Job Summary:

The Student Lead, Mentorship Programs will provide support with mentorship program initiatives in the Student Experience Office and the Division of Student Affairs. This position will support Queen’s strategic goals related to EDII by ensuring all students are supported within programs, that they have opportunities to build peer connections and a sense of belonging based on their needs and interests while enhancing their academic and leadership skills.

The Student Lead, Mentorship Programs will report to the Coordinator, Peer Programs and will have a primary focus on supporting student transition and development at Queen’s University as well as mentor support and development. The Student Lead will provide programming support to SEO programs and initiatives such as QSuccess, the Upper Year Peer Mentorship Program and the BISC Transition Program. They will also provide a student perspective to inform decision-making related to student life programs. The Student Lead, Mentorship Programs will develop and maintain partnerships within the Division of Student Affairs and across campus, in order to plan and deliver programming that aligns with the goals of the Student Experience Office’s student transition and development programming.
QSuccess is a first-year peer mentorship program that aims to ease the transition into the first year of university through ongoing engagement and one-on-one mentoring.

The BISC Transition Program aims to ease the transition of students from their first year of study at the Bader International Study Centre (BISC) to their second year at Queen's University's Kingston campus. Mentors offer a support network by being informed community members that facilitate and encourage a positive transition and reduce anxiety by hosting activities, providing guidance, and encouraging social interaction.

The Upper Year Peer Mentor Program is a Mentorship Program offered to students in their second year or above. The Program matches students in second year or above with upper-year peer mentors to build confidence, encourage healthy lifestyles, explore academic and career options and opportunities and contribute to a positive university experience.

Key Duties:

1. Event Planning
   a. Assist in the planning and implementation of mentorship programming, events and activities that aim to enhance the student experience and facilitate student success, including QSuccess, the Upper Year Peer Mentorship Program and the BISC Mentorship Program.
   b. Create and complete event runs, event layouts, volunteer responsibilities, event planning forms, and other documents required to ensure events run smoothly.
   c. Create and execute work plans.
   d. Participate in the development and tracking of program budgets.
   e. Ensure all programming is inclusive and accessible, and meets the diverse needs of the incoming class.
   f. In consultation with the Coordinator, liaise with various stakeholders, as well as other campus and community partners to meet program needs.
   g. Assist in developing and implementing program evaluation processes.

2. Communication
   a. Liaise with various Student Affairs partners, Faculty representatives, student clubs and groups, as well as campus and community organizations.
   b. Assist in the development and implementation of marketing and promotions strategies, including print and electronic communications.
   c. Participate in the development and implementation of social media campaigns aimed at connecting and engaging incoming first year students.
   d. Respond to questions and/or inquiries related to student life programs.

3. Leadership
   a. Responsible for providing guidance to other students, including mentees, mentors and senior mentors engaged in Mentorship Programs.
b. Develop and facilitate training sessions for Mentors and Senior Mentors

c. Develop and facilitate Mentor meetings, community building, development activities/events for Mentors and Senior Mentors

d. Oversee logistics around the peer mentor team which includes recruitment, selection, and training

e. Create recruitment materials and participate in the hiring of mentors

4. Support Student Transition to Queen's
   a. Be knowledgeable of campus and community resources (including academic, social, safety, health, and others), and able to refer others when appropriate.
   b. Review research and best practices related to inclusive, diverse and accessible peer mentorship, academic coaching and transition programs.
   c. Participate in ongoing professional development.

5. Departmental Administration
   a. Attend staff meetings, one on ones, and other meetings as appropriate
   b. Provide administrative and programming support to the SEO as needed.
   c. Complete verbal and written reports in a timely manner
   d. Write program reports following the completion of events and activities, including analyzing feedback and making recommendations for future years.
   e. Additional duties as assigned.

Skills Required:

The Student Lead, Mentorship Programs must have:

- Demonstrated initiative, leadership and organizational skills
- Strong interpersonal skills and ability to motivate and inspire others
- Excellent computer skills (word processing, e-mail, spreadsheets, writing for the web)
- Ability and willingness to work both independently and as a part of a team with students, volunteers and staff.
- Knowledge of Queen's programs, initiatives and involvement opportunities on campus
- Strong knowledge of Queen's resources available to students and ability to refer accordingly
- Intercultural competence and sensitivity
- Problem solving and critical thinking skills
- Event planning experience
- Interest and experience in programming for students

Time Commitment

- The work term will be May-August 2024; weekly hours are outlined below:
  - 35 hours per week
Remuneration: $17.34/hour (plus 4% vacation pay)

Eligibility:

The Student Lead, Mentorship Programs must:

- Be a registered Queen’s student and remain in good academic standing for the duration of their work term.
- Be legally entitled to work in Canada; International students must hold a valid study permit.
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.

Application Instructions: Apply via MyCareer; Job ID 142004. Applications are due February 13, 2024

If you have any questions or issues with the application, please contact Gabriela Ludusan at gabriela.ludusan@queensu.ca

We thank you for your application. Only those individuals who are selected for an interview will be contacted.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.