Student Experience Office
Volunteer Opportunity

Position: Mentor, Upper Year Peer Mentor Program

Term: September 2021-April 2022, up to 3 hours a week

Remuneration: Volunteer position

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.

Mentors in the Upper Year Peer Mentor Program are trained to provide one-on-one academic and personal support for up to three (3) program participants via weekly 1-hour meetings. The program is open to all upper year students (from 2nd year to PHD). Transition doesn't stop after the first year, so the Peer Mentor Program is designed to match students in second year or above with upper-year peer mentors to build confidence, encourage healthy lifestyles, and contribute to a satisfying university experience.
Mentorship is an ideal opportunity for students who are looking to find meaningful ways to engage with their peers in a structured setting and to give back to Queen's.

Some benefits of being an Upper-Year Peer Mentor include:
- Build community at Queen's
- Build personal and professional skills
- Certificate of contribution for your professional portfolio
- Meet other students with similar interests

Enjoy a great experience on campus that works around your schedule!

Key Duties:

1) Mentorship
- Build positive rapport with mentees
- Assess skills that require improvement
- Identify strategies for change
- Coach, guide and model effective problem solving and academic study skills

- Engage participants in a planning process for attending events that are available on campus and that help to build skills and new understandings

2) Diversity and Inclusivity
- Create a welcoming and inclusive space for mentees from a variety of backgrounds and experiences
- Listen and support mentee experiences in a non-judgmental way
- Recognize and help mentees to identify potential signs of personal distress
- Encourage self-reflection and open-mindedness
- Assist mentees in forming community connections
- Appropriately offer resources and referrals

3) Administration
- Attend all required training and meetings as communicated by program coordinators
- Complete weekly mentoring logs and a final program survey
- Proactively communicate potential problems, on-going concerns and activities by submitting updates to the coordinators
- Work collaboratively with other members of the Peer Mentor Program

Skills Required:
The following skills and experiences are essential for Upper Year Peer Mentors:

- Have experience providing personal support and forming helping relationships (e.g., mentoring, tutoring, and coaching)
- Demonstrate intercultural competence and a knowledge of equity, diversity and inclusion principles
- Have an interest, passion and enthusiasm for helping peers
- Anticipate, recognize and reach out in order to respond appropriately to student challenges
- Be able to set work priorities to meet deadlines and possess excellent organizational skills
- Demonstrate good judgement and creative conflict management/problem-solving skills
- Be knowledgeable about the University, its administrative processes, and the various programs and support services/resources that are available to students
- Be self-reflective, patient and empathetic
- Be available for, attend, and actively participate in all Peer Mentor trainings, meetings, and sessions. Training dates will be confirmed by August 15, 2020.

Eligibility
Upper Year Peer Mentors must:
- Be full-time equivalent Queen's undergraduate or graduate students with at least one year experience at Queen's
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the volunteer term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their role.
- Act in accordance to a signed Queen's University confidentiality agreement

Time Commitment
- The volunteer term will be September 2021 to April 2022
- Mentors will be assigned no more than 3 mentees at a time
- Meetings will be 1 hour/mentee, on a weekly basis or as discussed with the assigned mentee(s)

Application Instructions:

Please complete the online application by March 7, 2021.

Questions can be directed to Gabriela Ludusan, Coordinator, Peer Programs via email 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.