Position: BISC Mentor (multiple positions)

Term of Position: February 2020 – December 2020
- Winter Training: February 2020
- Fall Training: August 2020
- Welcome to Kingston Day: September 6, 2020

Time Commitment: 5 – 8 hours per month (with additional hours during Orientation)

POSITION SUMMARY:

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.

The BISC Mentorship 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 positivity and reduce anxiety by hosting activities, providing guidance, and encouraging social interaction.

JOB DESCRIPTION

The BISC Mentor will:
- Respond to the questions and concerns of incoming BISC students via email and social media.
- Provide mentorship, guidance and support to BISC mentees one-on-one, as needed.
- Assist with planning and implementing Welcome to Kingston Day.
- Plan and host social events for mentees throughout the academic year.
- Communicate regularly with mentees about upcoming events and deadlines.
- Attend regular BISC mentor meetings throughout the academic year.
- Assist and support other BISC mentors with issues and ideas that may arise.
- Document all communications with mentees, and any incidents that occur during programming.

JOB REQUIREMENTS

The BISC Mentor must:
- Have completed first year at the BISC, and currently be in second year or above at
Queen’s Kingston campus.

- Have an understanding of common transition issues faced by BISC students.
- Possess excellent interpersonal skills, including good listening skills.
- Be able to exercise good judgement and sound reasoning.
- Demonstrate flexibility and patience in dealing with student concerns.
- Be knowledgeable about the University, its administrative processes, and the various programs and support services/resources that are available to students

HOW TO APPLY

**New Mentors:**
If you are interested in applying for this position, please submit a resume and a cover letter answering the following questions:

1. Why are you interested in being a part of the BISC Mentorship Program as a mentor?
2. What is/are the biggest issue(s) facing BISC students as they transition to Queen’s Kingston campus?
3. What unique quality or experience would you bring to the mentor team?

Please submit your application as one attachment by email to melissa.burke@queensu.ca, or in person to the Student Experience Office (JDUC 117). Applications are due at **NOON** on Friday January, 17, 2020. Only candidates who have been chosen for an interview will be contacted.

**Returning Mentors**
If you are interested in applying for this position, please submit a resume and a cover letter answering the following questions:

1. Why would you like to return to the BISC Mentorship Program as a mentor?
2. How will you stay motivated to continue meaningfully contributing to and engaging with the program?
3. Are you interested in Lead Mentor role? If so, what have you learned from your time as a mentor that you can help guide the new mentors?

Please submit your application as one attachment by email to melissa.burke@queensu.ca, or in person to the Student Experience Office (JDUC 117). Applications are due at **NOON** on Friday January, 17, 2020. Only candidates who have been chosen for an interview will be contacted.