BISC Mentor
Position Description

Background:
The Student Experience Office (SEO) in the Division of Student Affairs at Queen's offers programs and services to orient students to university life, to support their successful transitions into and through university, and to encourage leadership development, student engagement, and co-curricular involvement while at Queen's. Our goal is to support a holistic student experience that prepares students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations.

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 Summary:
Reporting to the Program Coordinator, the BISC Mentor will support the transition of students who spent their first year at the Bader International Study Centre, to Queen’s Kingston campus for their second year.

Key Duties:
- Respond to the questions and concerns of incoming BISC 2nd year students via email and social media.
- Provide mentorship, guidance and support to BISC mentees one-on-one, or in small groups.
- Anticipate, recognize, and reach out in order to proactively address potential student challenges.
- Encourage ongoing access of resources and services.
- Implement strategies for student outreach and engagement.
- Assist with planning and implementing Welcome to Queen’s 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.
- Communicate with mentees, other BISC mentors, and SEO staff in a professional and timely manner.
- Document all communications with mentees, and any incidents that occur during programming.

Skills Required:
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.
- Have an interest and enthusiasm for helping peers.
- 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

Eligibility
The BISC Mentor must:
• Be a full-time equivalent Queen’s student and remain in good academic standing for the duration of their work term.
• Must have attended the BISC in their first-year of study at Queen’s.
• 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.

Time Commitment
• 5 – 8 hours per month, with additional hours during Orientation
• Mentors must be available for:
  o Spring Training: Date TBC
  o Fall Training: TBC (prior to orientation)
  o Welcome to Queen’s Day (prior to orientation)

Remuneration: This is a volunteer position.

HOW TO APPLY
Please complete the online application by January 27th, 2019. If you are contacted for an interview, you will be requested to submit a resume before your interview time.

Queen's is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal peoples, persons with disabilities, and persons of any sexual orientation or gender identity.