

STUDENT EMPLOYMENT AVAILABLE SEPTEMBER 2011 TO APRIL 2012

STUDENT MENTORS - STUDENT MENTORING CENTRE FACULTY OF ARTS

Summary of Duties

The student mentor accompanies newly admitted students as they adjust to university life; he or she meets with other students from the Faculty in both individual and group meetings in order to help them during their studies at university. Another of the student mentor's tasks is to help students develop strategies for success at both school and work, as well as in their personal life, while they become familiar with University rules and practices in order to make informed decisions. The student mentor not only helps peers to better define their goals, but also assists students in making use of services provided by the Faculty and the University in order to help them reach their potential and better adjust to university life.

Note: The position of Student Mentor does not involve tutoring in any discipline taught at the Faculty of Arts.

Requirements:

- ◆ Registered in 2nd year or higher, in a program of the Faculty of Arts
- ◆ Is fluent in both official languages (English / French)
- ◆ Has a good academic record
- ◆ Shows strong communication, organization and leadership skills
- ◆ Is capable of working independently and as part of a team
- ◆ Is interested in helping others; must be empathetic to students needs
- ◆ Accepted by the Work-Study Program

Asset Qualifications:

- ◆ Facilitation skills

Detailed description of duties:

- ◆ Attends mandatory training sessions given by SASS personnel at the end of August.
- ◆ Works with students individually or in small groups to help them adapt to the academic and social requirements of university life.
- ◆ Works with students individually or in small groups to help them improve their study habits.

- ◆ Knows the resources on campus and is able to refer students to the appropriate services when needed.
- ◆ Upon completion of training, is able to develop activities and exercises that help students acquire successful study and work habits.
- ◆ Works in cooperation with other Faculty and University services (student associations, SASS, Library, academic advisors, etc.).
- ◆ Exemplifies professional behaviour and attitude toward students, staff and academics.
- ◆ Participates in weekly meetings and training sessions with the program supervisor, Student Mentoring Centre of the Faculty of Arts.
- ◆ Assists the supervisor in planning, promoting and delivering services.
- ◆ In cooperation with the supervisor, prepares handouts for students and written publicity to post on Website and in Faculty departments.
- ◆ Records attendance, activities, questions, problems and proposed solutions.
- ◆ Prepares a report on the program.

Number of jobs available: 9

Salary:

- ◆ \$12 per hour; maximum of 10 hours per week
- ◆ Flexible and negotiable work schedule

If you are interested in this job, please send your resume and cover letter to

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