

Future in



# POSITION DESCRIPTION

Position Title

**Student Mentor**

Posted: June 10, 2020

<b>Position Title:</b>	Student Mentor
<b>Position Type:</b>	Volunteer
<b>Position Duration:</b>	Summer and one academic year — June 2020 to April 2021
<b>Position Setting:</b>	Both virtual and in-person (at your university campus). In-person will happen once COVID-19 and campus restrictions reduce and if Student Mentors feel comfortable doing so.
<b>Weekly Time Commitment:</b>	5 hours per week, with more hours in the first few weeks due to orientation and content compilation.
<b>Application Method:</b>	Online Application. Selected individuals will be invited to a brief virtual interview session.
<b>Application Deadline:</b>	Rolling Application
<b>Position Reports to:</b>	President, Future in STEM Mentorship

### Position Summary

Student Mentors for the Future in STEM Mentorship Program facilitate the development of a robust student community within their own university. The emphasis is to be the resource person for incoming first-year university students, assisting them in smoothly transitioning to their university experience, both academics and non-academic aspects. Furthermore, together with Student Mentors in other university campuses, our Program strives to form a sustainable and diverse student community that empowers cross-campus communications and relations. It will allow Student Mentors to meet other senior students across other campuses to build their social network.

### What will you gain from this role?

- 💡 Being able to obtain teaching and leadership experience in a mentoring environment.
- 💡 Strengthen interpersonal communication and participate in cross-campus social networking opportunities.
- 💡 Learning the skills and dedication required to assist in learning skills counselling issues.
- 💡 Being able to provide the much-needed support for incoming students who are transitioning to a new chapter of their lives.
- 💡 Having the opportunity and environment to share your true university experience with others in order to advocate or provide perspectives in various aspects of being a university student.
- 💡 Able to apply the materials learnt in previous courses in other contexts to assist in refreshing your memory and maintaining your strong understanding in those course materials.
- 💡 Potential promotion opportunities available within the Program, such as Head Mentor (more information to follow).
- 💡 Obtain recognition for your contributions to the Program.

## Key Responsibilities

- 💡 **No commitments during December and April exam period.**
- 💡 A commitment of 5 hours per week on average, participating in various medium, including answer questions on the forum, write blog post, and support incoming students' transition.
- 💡 Take the initiative to form peer connections and discuss general or course-specific learning concerns with incoming students. Be an attentive listener and actively engage with first-year students as they share their questions and or concerns.
- 💡 In the summer, assist with the Future in STEM Mentorship Team to create a webpage of contents that are specific to your university, such as degree structure, and university essay and/or breath requirements. (No website building necessary, the focus is on content compilation)
- 💡 Connect with incoming students in the summer virtually to provide them with a head start on university-life navigation and be prepared for course selection and beginning of term in September.
- 💡 During the school year, support the academic success of first-year students by facilitating study groups (virtual or in-person) as they navigate through a course you have taken previously.
- 💡 Promote the mentorship program on your campus by placing promotion materials.
- 💡 Assist incoming students to feel familiar with their own campus.
- 💡 Attend initial training meeting (virtual) and occasional meeting (virtual) with supervisor to inform of progress.

## Position Requirements and Qualifications

- 💡 Undergraduate and graduate students with a strong interest in providing academic support while enhancing mentorship skills.
- 💡 Robust knowledge of campus culture and resources.
- 💡 Strong interpersonal skills and willing to take initiatives in initiating or maintaining conversations.
- 💡 Active listener with strong communication (listening, speaking) skills.
- 💡 Know how to troubleshoot, have strong problem-solving abilities, and able to work both individually and collaboratively.
- 💡 Access to stable internet connection.
- 💡 Love to have fun, love to meet new people from different universities, and expand their social network!

If you have any questions or concerns, please feel free to reach out to our team!