

THE STUDENT SUCCESS CENTRE

# NOW HIRING STUDENT SUCCESS MENTORS for 2015-2016

Student Success Mentors staff the Student Success Centers (SGW – H 481 and LOY – AD 101). They act as role models and offer peer support to all Concordia students, and they provide new students with guidance and encouragement during the first year transition to university.

## SPECIFIC DUTIES INCLUDE:

- Providing information about university resources and referring students according to their needs
- Serving as a mentor to new students in their faculty; guiding and assisting students as per their individual needs/requests
- Maintaining contact with new students in their mentor group via e-mail and social media platforms
- Providing individualized assistance to all students on a drop-in basis
- Sharing personal strategies for success with students, both academically and socially
- Interacting with students, answering questions and assisting in unit activities such as orientations and fairs
- Organizing and presenting Student Experience Seminars
- Interacting with students, answering questions, and promoting resources at outreach activities and information “pop-ups”
- Promoting the activities of the Student Success Mentors through e-mail, social media and word-of-mouth
- Serving as liaison with student associations
- Attending compulsory training sessions and weekly meetings
- Maintaining and submitting records and statistical information

## MENTORS MUST ALSO:

- Be eligible under the Work Study program (See Financial Aid & Awards for details) and maintain eligibility while employed, in the same status under which they were hired

- Have completed a minimum of 24 credits (UG) or 12 credits (GRAD) at Concordia and have been a student here for at least 2 terms
- Maintain a high academic standing as indicated by a G.P.A. of at least 3.0
- Be available to work on average 12-15 hours per week
- Be available to attend group meetings (Fridays 1:00 p.m. – 5:00 p.m.) during the fall and winter terms
- Be an enthusiastic and energetic member of the Concordia community
- Have and maintain an excellent knowledge of Concordia facilities, services, and regulations
- Possess excellent interpersonal skills and be able to work as part of a team
- Be able to communicate effectively in English; knowledge of other languages is an asset
- Demonstrate good organizational and time management skills
- Take initiative and demonstrate leadership skills
- Possess basic computer skills (Excel, Word, internet, social media platforms)
- Be willing/interested to participate in a program of personal/leadership development while a mentor

## YOUR APPLICATION MUST INCLUDE:

- A cover letter and current résumé
- A copy of your up-to-date student record
- Work study eligibility for current or last term (if available)
- The name, position and contact information for 2 references

**TO APPLY:** Drop off your application at Counselling and Development H-440 or by email:

**nspcoord@concordia.ca**

ATTN: America Blasco, Manager, Services for New Students

**DEADLINE TO APPLY for all positions (summer and fall/winter) is April 17, 2015.**

**Only those individuals selected for an interview will be contacted.**