Student Job Description: Group Mentoring Lead: Latinx Students

About Student Life & Learning Support

Our department consists of a wide range of support services which includes the Tri-Mentoring Program, RU Leadership Program, International Student Support, Orientation & Campus Engagement, and Learning Support. We provide opportunities for students to take ownership of their Toronto Metropolitan University (TMU) experience so that they grow as socially, civically and academically engaged members of their communities.

We welcome students who are committed to the values of equity, diversity and inclusion as they relate to the range of student experiences at TMU, and provide excellent service to students and the wider community.

The Opportunity & Benefits

The Tri-Mentoring Program, the Latinx **Group Mentoring Lead** is a student who is passionate about engaging others within TMU and whose goals align with making a significant impact on the campus communities. The Group Mentoring Lead works to hold safe spaces for students who identify as a part of an equity deserving group to find a sense of belonging, connect, and share their experiences. Group Mentoring Leads provide support, resources and programs for students in their specific Group Mentoring Community at TMU. The Group Mentoring Lead will work closely with the supervising Mentoring Facilitator and be responsible for planning and executing group mentoring sessions for students, creating content and keeping group members engaged in person and online through the TMP Community Portal.

Job Title	**Group Mentoring Lead - Latinx Students (International student)**
Job Tree	Peer Support
Unit of SLLS	Tri-Mentoring Program
Location	POD-54
Supervisor	Samantha Tome, Mentoring Facilitator
Hourly Rate of Pay	$16.55 per hour
Hours of Work	Fall 2024 & Winter 2025: 10 hours per week
Position Duration	Fall 2024 & Winter 2025: September 2024 - April 2025 (Specific Career Boost International program dates have not yet been finalized.)
Candidate Eligibility	Must be registered in an undergraduate full-time program with a **minimum CGPA of 2.0** in order to apply. Must obtain Career Boost International approved for Fall 2024 & Winter 2025 academic year in order to be hired at the start of the work period.

Responsibilities & Duties

Support Mentees and Mentors in TMP
- Creating a safe, open-minded, non-judgmental, and culturally sensitive environment which encourages participants to ask questions, discuss their concerns by maintaining regular contact with participants via social media and online platforms
- Maintaining confidentiality of group members under the guidance of TMP Student & Professional Staff
- Creating follow up logs per group mentoring session, and document activities of the group mentoring sessions, future recommendations
- Provide assistance, support, and guidance to clusters of student mentoring pairs in particular around issues in accessibility. Provide leadership and mentoring to student mentors.
- Keep supervisor apprised of concerns between mentors/mentees and address concerns with the guidance of supervisor/program staff
- Support program staff in matching mentors and mentees
- Maintain confidentiality of mentoring pairs under the guidance of program staff
- Monitor student mentor progress and ensure they fulfill their responsibilities

Programming
- Assist with facilitation and planning of Tri-Mentoring Program activities, events, and training sessions
- Organize and schedule program events, including contacting participants, assisting with logistics support and registration with a particular focus on mature student needs
- Work in collaboration with the TMP Student Staff team and Professional Staff team on program wide events

Ambassador for TMP within the TMU community
- Represent the University at on campus recruitment programs such as Open Houses, Tours and orientation sessions as required
- Liaise with student mentoring pairs, student life, international center and other department within Student Affairs to develop strong working relationships

Staff the TMP Office
- Welcome students, staff, faculty and visitors to the TMP office
- Staff the front desk and answer questions about TMP and TMU University, make appropriate referrals
- Assist with daily operations of the office during office hours including space upkeep and cleanliness, opening and closing the space
- Perform administrative tasks such as data entry, filing and answering phones.

Administrative tasks
- Maintain up to date records of current participants in the Tri-Mentoring Program by follow-up weekly with student participants through telephone, in person, phone and/or online
- Request and monitor monthly progress reports summarizing activities of mentoring pairs, and post-event reports
- Submit reports as required such as post-event budget reports
- Complete special projects and other duties as assigned by Tri-Mentoring Program staff

Student Staff Training and Development
- Participate in all student staff training sessions within the TMP & SLLS (Dates/Times TBC)
- Participate in ongoing one on ones with their supervisor
- Attend all staff/team meetings (Dates/Times TBC)

Required Qualifications & Experience

- Must be a student from Latin descent
- Must have a minimum of 1 year previous experience as a Mentor/pe
  leadership experience either within a TMU context or through other experiences
- Experience with customer service;
- Culturally sensitive to the unique challenges of a diversity of students, including but not limited to: those who speak English as an additional language, First Generation university students, Indigenous populations, individuals who identify as having a disability, 2SLBGTQ+ and other populations that experience marginalisation
- Excellent interpersonal, communication, and conflict resolution skills
- Demonstrated creativity and problem-solving skills in a fast-paced, multi-task environment
- Experience with event planning
- Ability to work independently and in a team environment
- Ability to be flexible in terms of hours of work (some evenings and the occasional weekend) will be required
- Knowledge of the Tri-Mentoring Program (preferred), TMU University and Student Services

Learning Outcomes

During the term of employment, students will work on the following competencies:

Collaboration: Working with other student staff and campus partners, and external partners to develop events/workshops relevant for the Latinx Group Mentoring Program

Communication: Development of intercultural communication skills; Understand strategies used to manage disagreement or conflict effectively.

Community Engagement: Create and foster collaborative internal and external partnerships (Interpersonal Relationships); Contribute to the development and sustainability of the broader community (Capacity Building); Inspire, contribute to, and strengthen communities through proactive and effective outreach (Outreach)

Equity, Diversity & Inclusion: Practice equity and inclusivity by intentionally creating an open environment that embraces diversity, individual perspectives, histories and their narratives; Recognize one's social location (age, race, power, privilege, class, income, abilities, gender, sexuality) and describe how it impacts the work they do

Innovation & Enterprise: Be receptive to new ideas and adapt to changing demands (Embrace Change); Identify and seek alternative ways to achieve goals (Problem solving)

Leadership: Act as an ambassador for the department and/or TMU; Understand the importance of exhibiting a positive outlook and attitude; Use reflection as a means to enhance perspective.

Personal Development & Well-being: Reflect on the impact one's decisions have on self and others (Empathy); Be willing to continuously learn and grow (Learning); Learn how to meet challenges and to manage change (Change Management); Take initiative to set goals, plan, and achieve (Goal Setting)

Teamwork & Collaboration: Understand department goals & vision and h team objectives; Understand how one's working style impacts individuals ar dynamics.

Career Checkpoint

Student Life & Learning Support is committed to the development of each candidate and connecting the skills and knowledge they will acquire during their employment experience. Based on the Career Checkpoint point program, communication, support, training, team building activities and mentorship will be formalized through the following structure:

- Individual Checkpoint #1: Beginning of Semester – September/January/May
- Individual Checkpoint #2: Mid-Semester – late October/February/June
- Individual Checkpoint #3: End of Semester – December/April/August
- Weekly One-on-One Meetings
- Weekly Team Meetings
- Monthly Student Self-Reflection

Application Method & Process

Supervisors pre-screen candidates based on the application form. A number of candidates are then selected to move to group interviews, and top candidates are selected for a final one-on-one interview.

Student staff returning to work for any of the SLLS units will be pre-screened based on the application form, and a number of student staff will move directly to a one-on-one interview process.

For more information or if you have any questions, please fill out the SLLS Hiring Inquiry Form.