

DETAILED JOB DESCRIPTION***Student Success Mentor (Part-Time)***

NATURE AND SCOPE: The Student Success Mentor serves in a variety of capacities to answer questions, mentor, and guide students as they transition to Mohawk College. Additionally, the Student Success Mentor will support the development and delivery of initiatives to help students strengthen their learning skills; improve their confidence, attitude, and motivation; and connect to the college, their program, faculty, and each other. This is an excellent position for students interested in developing their leadership skills and working/helping others achieve success. Mentoring services are typically offered on-campus, but Student Success Mentors may be asked to facilitate virtual tutoring through approved platforms as needed.

Responsibilities include:

- Assist with the planning and administration of Student Success Initiatives (Keys to Success, Tutor/P.A.S.S. Professional Development, and other LSC events)
- As a peer, engage with students in workshops and activities
- Assist with student success marketing and promotion of student success initiatives
- As a peer, present/facilitate student success skills to peers at workshops
- Work closely with the LSC staff as well as other students (LSC Student Ambassadors) to maintain and keep up to date information available to students and staff regarding Support Services offered in the LSC.

CONTRACT PERIOD: From the first day of classes to the last day of classes in a given semester.

REMUNERATION: The Student Success Mentor is compensated at a rate of \$14 per hour plus 4% in lieu of vacation. The Student Success Mentor may work a maximum of **15 hours** per week (hours are not guaranteed and number of hours per week may change subject to demand). The Student Success Mentor is expected to complete bi-weekly pay records through the Mohawk College Web Entry system. Pay is deposited bi-weekly via direct deposit.

ACADEMICS & COMMITMENT: The Student Success Mentor can work **up to 15 hours** a week for Student Success Initiatives activities (actual number may vary, subject to demand). The Student Success Mentor is a student first and is therefore expected to model positive academic habits and maintain a strong GPA (75%) throughout the duration of their employment. The Student Success Mentor is expected to give the responsibilities of the position priority over all other college activities except those which pertain to his/her academic success. The Student Success Mentor is also required to be available and attend Student Success Initiatives workshops and events, which includes Keys Success, Tutor/P.A.S.S. Professional Development and other LSC events. These may occur on evenings, weekends, or break week/reading week.

QUALIFICATIONS:

- Must be currently enrolled in a Mohawk College program
- A Minimum Grade Point Average of **75%** prior to and during the contract term
- Have a recommendation from the Program Coordinator and/or a Faculty member in their program

- Excellent oral and written communication skills and interpersonal skills
- Excellent presentation skills
- Strong time management and organization skills
- Excellent computer skills (Microsoft Office Suite, e-Learn)
- Ability to multi-task and prioritize work with a focus on customer service
- Attention to detail and high degree of accuracy
- Troubleshooting skills and ability to take initiative
- Ability to work independently and in a team setting
- Experience with coordinating events/event planning an asset
- Social Media experience and Web Page editing skills an asset
- Research and videography skills would be an asset
- Be willing to facilitate virtual sessions through approved platforms as needed
- Attend all necessary training
- Check online scheduling system/e-mail regularly for scheduled appointments/sessions
- Arrive on time and prepared for all appointments/sessions
- Maintain confidentiality
- Establish a supportive relationship with the student(s)
- Help students to identify achievable study objectives
- Refer students to appropriate services if problems identified are not academic; i.e. Counselling, Financial Aid, Accessible Learning Services, Student Success Advisor, etc.
- Participate in evaluation or research activities related to Mohawk College Peer Tutor Services
- Advise of any schedule changes at least **2** days in advance
- **Prior to the commencement of the term of the contract, each peer tutor candidate must complete and submit new hire paperwork**