Peer Mentor Team Lead

RECRUITING: Jan/Feb each year for the next academic year via Job Board
DEPARTMENT: Campus Life
SUPERVISOR: Laura Prada – laura.pradasilva@ubc.ca
NUMBER OF POSITIONS: 15+

Purpose:
Peer Mentors are upper-year student leaders who mentor a group of new students to support their transition to UBC’s Okanagan campus. Peer Mentors provide personal and academic support mostly online, and in person when requested by their mentees. Peer Mentors may serve in Campus Life advisory/event committees during the academic year.

Peer Mentors begin their online interactions with assigned mentees during the summer months, actively participate during Create New Student Orientation and Spark Extended Orientation. Peer Mentors continue to interact with mentees throughout the academic year mainly online.

Team Leads also oversee a group of Peer Mentors from a common or similar faculty. Team Leads provide guidance to their peers and liaise with the First Year Services Coordinator regarding team needs, ideas, training and progress. Team Leads facilitate meetings, review weekly logs, and provide feedback to team members.

Position Description
Team Leads receive direct supervision from the First Year Services Coordinator. They will also communicate with the Create Orientation Coordinator and other full-time staff from the Campus Life Management team regarding Create and Spark.

Team Leads will be responsible for the management of Peer Mentors within their faculty. This includes assisting with Orientation Leader training and managing events during Create and Spark.

The Peer Mentor Team Lead will:
- Welcome new students to the UBC community and support their transition during Create day
- Monitor online training for Peer Mentors throughout summer months
- Communicate enthusiasm for UBC’s Okanagan campus and your program in person and online over the summer (i.e. social media, email, etc.)
- Maintain clear and timely communication with team members and program coordinator
- Act as a positive and responsible role model for all new-to-UBC students
- Send weekly newsletters to mentees to inform them about upcoming relevant events and opportunities
- Review team members’ weekly logs and provide them with feedback
  - Answer questions and clarify information about the role and/or the campus
  - Provide support and assistance to team members when facing challenges during the term
- Submit a weekly log
- Lead bi-weekly team meetings
- Attend and participate in a monthly meeting with other team leads
- Attend a monthly one-on-one meeting with the First Year Services Coordinator
Term: May 2016 – April 30 2017
Time commitment: Up to 20 hours during the summer (online)
Full day for Create training (Sept 5) and Create day (Sept 6)
Minimum of 3 hours/week during the academic year (Sept - April)

Training requirements
- Attend one training session in April 2016
- Complete online training required during the summer (up to 10 hours)
- Attend the mandatory training sessions on Monday, September 5, 2016
- Attend two training sessions in September (tentative – Thursday Sept 8 evening and Saturday Sept 10 during the day)
- Attend QPR Suicide Prevention session during the months of September or October (2 hours)

Qualifications
- Be enrolled at UBC’s Okanagan campus
- Maintain a minimum 65% academic average
- Previous student leadership experience on campus is required
- Demonstrate excellent problem solving skills
- Demonstrate enthusiasm and energy about the campus and its programs
- Respect for and enthusiasm about serving a diverse population
- Have excellent interpersonal skills
- Have a working knowledge of on-campus resources
- Be able to work independently and as a part the larger orientation team
- Be punctual and dependable

You will enhance your skills in...

✓ **Effective communication** by connecting with other Peer Mentors, supervisors, and new-to-UBC students through in-person (meetings, one-on-ones, etc) and written communications (emails, newsletters, agendas, etc)

✓ **Problem Solving** by connecting New-to-UBC students and other Peer Mentors with the right resources for their difficulties and concerns

✓ **Leadership skills** by leading a group of peers, providing them coaching and direction

Benefits
- Enhanced networking skills, increased problem solving skills, an opportunity to develop and enhance interpersonal and organizational skills
- Gain personal satisfaction and growth and experience supporting and developing a team of peers
- Invitation to attend the Student Leadership Conference and other professional development opportunities
- Certificate of recognition and may request a letter of recommendation upon successful completion of term

*Please note, the Campus Life Office expects each team member to act as an ambassador of the university and its programs and services. This expectation includes behaviour both online and in-person.*