OntarioTech UNIVERSITY

RIDGEBACKS MENTORING PROGRAM

Job description:

Ridgeback Mentors are tasked with supporting students participating in the program, to develop the skills and knowledge necessary for student success at Ontario Tech.

Mentors are upper-year student leaders who want to make a difference in the lives of their peers and positively impact the campus community. They will serve as role models for our students, focusing on the areas of engagement and leadership, personal goal setting, and creating access to campus resources.

Role:

- Aim to cultivate a strong relationship with mentees through intentional one-on-one mentorship and goal-setting processes.

- Assigned 1 to 3 mentees, who you'll meet with individually throughout the winter semester, to facilitate personal goal-setting and reflection activities.

- Demonstrate an empathetic and open-minded approach to peer-mentorship.

- Knowledgeable about campus resources and student support services.

- Support your mentees in creating individualized plans to achieve success, routinely checking-in on their progress throughout the semester.

Benefits of the role:

Mentors will:

- Be eligible to include this role on their Student Experience Record and resumé.

- Gain valuable leadership training and peer-mentoring experience.

- Have the opportunity to give back to the campus community.

- Participate in valuable personal and professional development activities, especially strengthening interpersonal and communication skills.

Eligibility:

- Able to fully commit to the mentoring role from November to April.

- Available to attend all necessary training dates and meetings.

- Good academic standing.

- Registered as a full-time student, and currently in Year 2 or above.

Responsibilities and time commitment:

This position runs from **November to April**. During this time, **Ridgeback Mentors** will complete the following:

Training:

All Ridgebacks Mentors will have completed Level 1 Ambassador training.

Role-specific training:

- 1 to 2-hour asynchronous online training.

- 1 hour in-person training with a staff member.

Staff check-in:

Mentors will be required to have periodic one-to-one check-ins throughout the term with a supervising staff member.

Mentee meetings:

Mentors and mentees are responsible for scheduling at least three meetings that will include goal-setting conversations and progress monitoring. Mentors may have up to three mentees assigned to them.

Documentation and administrative tasks:

Mentors will spend approximately one hour per month (January to April) on general admin tasks, such as submitting logs, answering questions and emails related to the role, and other tasks as assigned.

Connecting with mentees:

Mentors will spend approximately one hour per month checking in with their mentees, to provide words of encouragement and answer questions.

Total time commitment between November 2022 to April 2023 is approximately 15 to 20 hours—depending on the number of assigned mentees.

Required Skills:

Communication

- Ability to actively listen, interpret and respond in a way that ensures effective communication with staff, peers, and mentees.

- Confidence in speaking to unfamiliar groups of people including students, staff and faculty.

Interpersonal

- Ability to work effectively with diverse groups, and individuals of different backgrounds, experiences and skill-sets, to foster a cohesive campus culture.

- Openness to making interpersonal connections and building relationships with peers.

- Strong understanding of the student experience at Ontario Tech.

- Understanding of how to maintain students' privacy and confidentiality

Organization

- Ability to prioritize tasks and manage time effectively.

- Understanding of how to set SMART goals for personal growth and success.