Volunteer Mentor Position Description
SFU International Mentorship Program

General description
To develop a community of International and Canadian student leaders at SFU with global and cultural understanding, who have qualities that enable them to excel academically, socially and psychologically; as well as to provide international students with the skills and role models they need to succeed at SFU.

Approximate number of positions offered
Eight (8)

Requirements

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<th>Level of study</th>
<th>One academic year of full-time studies (to be completed by April 2014)</th>
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| Other qualifications | • Excellent intercultural communication skills  
                          • Strong organizational and time management skills  
                          • Ability to work independently as well as part of a diverse team  
                          • Prompt, reliable and responsible with ability to exercise sound judgment  
                          • Knowledgeable about different resources on campus and in the community  
                          • Must have access to a computer and be familiar with email and the internet  
                          • Possess excellent writing skills for the purpose of online communication with new students  
                          • Ability to motivate and empower others  
                          • Possess strong mentoring skills to provide new international students with adequate support |

Mandatory dates
Must be able to commit to the following:
• One half day session in August 2014  
• Two welcome events for new international students (one at the beginning of Fall term-September 2014, and January 2015)  
• Monthly meetings (from September 2014-April 2015)

Responsibilities

| Time commitment | One half day session to take place in August (date to be determined after hiring)  
                  | August 2014 to April 2015: 1 - 2 hours per week for monthly meetings and social activities |
| Specific responsibilities | Attend training/teambuilding sessions and monthly meetings  
                             | Attend Mentorship Welcome Events (one at the beginning of Fall term, and one at the beginning of Spring term).  
                             | Support international students by sharing knowledge of SFU and Vancouver |

Please visit [http://students.sfu.ca/isap/mentorship.html](http://students.sfu.ca/isap/mentorship.html) for more information on the SFU International Mentorship Program!
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- Maintain regular communication with all team members
- Liaise with Team Leader promptly following any missed meetings and regarding any issues/challenges encountered in the program.
- Meet in person with new international student on at least two occasions in the term, especially during the first weeks of the student’s arrival
- Maintain weekly contact with international student via email and phone
- Attend one event per term hosted by Mentorship Coordinator
- Submit mid-term evaluation survey forms each term
- Attend end of term evaluation meetings with your Team Leader
- Submit exit-interview survey forms at the end of April 2015

Benefits

Specific benefits

- Gain skills in: leadership, cross-cultural communication, conflict resolution, and time management
- Contribute to the SFU community by sharing knowledge, skills and time
- Meet like-minded volunteers and make new friends
- Have fun as you develop your mentor/mentee relationships with new international students
- Gain a valuable volunteer reference upon successful completion of volunteer duties

Compensation

n/a

Application Timeline

Start your online application

- Online application forms available at the end of February 2014
- Detailed program information available on the Program’s website (http://students.sfu.ca/isap/mentorship.html)
- Volunteer commitment begins in August 2014 until April 2015

Finish your online application through myInvolvement

Applications are due Monday, March 31st, 2014 at 4:00PM

Schedule and attend personal interview

The SFU International Mentorship Program Coordinator will contact successful applicants and schedule one-on-one interviews for the end of April to early May 2014.

Check your mailbox for positions offered

End of May 2014

Attend mandatory training

One half day session to take place in August (Date to be determined)