Volunteer Team Leader 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 graduate students with the skills and role models they need to succeed at SFU.

### Approximate number of positions offered
One [1]

### Requirements

<table>
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<tr>
<th>Level of study</th>
<th>Two terms of full time enrollment [to be completed by April 2014]</th>
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| Other qualifications | • Previous volunteer experience in a leadership role  
• Strong teambuilding and group facilitation skills  
• Excellent intercultural communication skills  
• Strong organizational and time management skills  
• Ability to work independently as well as part of a diverse team  
• Reliable and responsible with ability to exercise sound judgment  
• Superior organizational and time management skills  
• 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 and team members with adequate support |

### Mandatory dates
Must be able to commit to the following:
• Training times: *one* half day session in August [dates to be determined]  
• Two welcome events for new international graduate students [one at the beginning Fall term, and one at the beginning of Spring Term]  
• Monthly team meetings [from September 2014-April 2015]

### Responsibilities

| Time commitment | • One half day in August [date to be determined based on availability]  
• August 2014 to April 2015: 1 - 2 hours per week for monthly meetings activities |
| Specific responsibilities | • Attend training/teambuilding sessions and monthly meetings with mentors and Program Coordinator  
• Attend Mentorship Welcome Events [one at the beginning Fall term, and one at the beginning of Spring Term]  
• Provide ongoing support, training and feedback for mentors  
• Maintain regular communication with all team members  
• Support international students by sharing knowledge of SFU and |

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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### Vancouver
- 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 Event Coordinator
- Submit mid-term evaluation survey forms each term
- Conduct and submit mentor end of term evaluations (December 2014 and April 2015)
- Submit exit-interview survey form at the end of April 2015
- Contribute to the overall vision of the program - “adding value”

### Benefits

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<tr>
<th>Specific benefits</th>
<th>Gain skills in: leadership, cross-cultural communication, conflict resolution, time management and meeting facilitation</th>
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<td>Gain experience in motivating and managing volunteers</td>
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<td>Contribute to the SFU community by sharing knowledge, skills and time</td>
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<td>Meet like-minded volunteers and make new friends</td>
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<td>Have fun as you develop your mentor/mentee relationships with new international students</td>
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<td>Gain a valuable volunteer reference upon successful completion of volunteer duties</td>
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### 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](http://students.sfu.ca/isap/mentorship.html))  
Volunteer commitment begins in August 2014 until April 2015 |
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<tr>
<td>Finish your online application through myInvolvement</td>
<td>Online applications are due Monday, March 31st, 2014 at 4:00PM</td>
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<td>Schedule and attend personal interview</td>
<td>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.</td>
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<td>Positions offered</td>
<td>End of May 2014</td>
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<td>Attend mandatory training</td>
<td>One half day in August [date to be determined based on availability of those hired]</td>
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