Undergraduate Volunteer Mentor Position Description
SFU Global Community Mentorship Program
(Previously International Mentorship Program)

| General description | • To develop and foster an inclusive community at SFU consisting of diverse student leaders with a global perspective, intercultural understanding, and qualities that enable them to excel academically, socially and psychologically
• To support program participants with an enriching cultural experience, and the resources and social support they need in order to succeed at SFU |
| Approximate number of positions offered | Thirty (30) |

Benefits of Volunteering with the Global Community Mentorship Program

| Specific benefits | • Gain skills in: mentorship, intercultural communication, conflict resolution, teamwork, and time management
• Gain access to various professional development opportunities to enhance your experience at SFU
• Contribute to the SFU community by supporting other students, as well as sharing knowledge, skills and time
• Contribute to intercultural experience and gain exposure to various cultures, through fellow mentors and mentees
• Meet like-minded volunteers and cultivate diverse friendships
• Gain a reference letter and recognition on SFU’s official Co-Curricular Record (CCR) upon fulfillment of all responsibilities |

Responsibilities of a Volunteer Mentor

| Specific responsibilities | • Dedicate approximately 1-3 hours/ week to the program
• Support students by sharing knowledge and resources about SFU and Vancouver
• Meet in person with mentees on at least two occasions per term, especially during the first weeks of arrivals
• Maintain weekly contact with students via email and phone
• Maintain regular communication with all team members and the Program Coordinator
• Communicate with Team Leader promptly following any missed meetings, and regarding any issues or challenges encountered in the program
• Attend at least one program event per term hosted by the Program Coordinator
• Attend end-of-term evaluation meetings with the Team Leader |

Please visit https://www.sfu.ca/students/intercultural-engagement/mentorship.html for more information on the SFU Global Community Mentorship Program!
Responsibilities and Requirements

<table>
<thead>
<tr>
<th>Minimum CGPA</th>
<th>2.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit units</td>
<td>One academic year of full-time studies (to be completed by April 2017)</td>
</tr>
</tbody>
</table>

**Other qualifications**
- Excellent intercultural communication skills
- Strong mentorship skills to provide new students with support and cross-cultural friendship
- Willingness to initiate, and ability to motivate and empower others
- Ability to work independently and as part of a diverse team
- Strong organizational and time management skills
- Prompt, reliable and responsible with the ability to exercise sound judgment
- Excellent writing skills for the purpose of online communications with new students
- Knowledgeable about various resources on campus and in Vancouver
- Must have access to a computer and be familiar with using email and the internet

**Mandatory dates and time commitments**
- Must be able to commit to all of the following
  - One full day training and team building session on: July 15, 2017
  - Two welcome events for new students, happening at the beginning of each term during September 2017 and January 2018
  - Two community program events, to be planned by team leaders and mentors
  - At least six monthly team meetings and two program community activities from September 2017 to April 2018

**Application Timeline**

<table>
<thead>
<tr>
<th>Start your online application</th>
<th>• Volunteer commitment is for two terms, starting in August 2017 and finishing at the end of April 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>• Applications are due on June 5, 2017 at 9:00am.</td>
</tr>
<tr>
<td>In-person interview</td>
<td>• Please apply online through myInvolvement (job ID: 4020), and also fill out the online application form.</td>
</tr>
<tr>
<td>Position offers</td>
<td>• Potential candidates will be informed to schedule one-on-one interviews through myInvolvement.</td>
</tr>
<tr>
<td></td>
<td>Before the end of June</td>
</tr>
</tbody>
</table>

Please visit [https://www sfu ca/students/intercultural-engagement/mentorship.html](https://www.sfu.ca/students/intercultural-engagement/mentorship.html) for more information on the SFU Global Community Mentorship Program!