# Graduate Volunteer Mentor Position Description

## SFU Global Community 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

Ten (10)

### Benefits of Volunteering with the International Mentorship Program

#### Specific benefits

- Gain skills in: mentorship, intercultural communication, conflict resolution, teamwork, and time management
- Participate in staff led training in topics like diversity and inclusion, and intercultural education
- 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 likeminded volunteers, cultivate diverse friendships, and participate in fun events on and off campus
- 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

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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!
- Attend end-of-term evaluation meetings with the Team Leader

Responsibilities and Requirements

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

Mandatory dates and time commitments
- Must be able to commit to all of the following:
  - One full day training and team building session in June
  - Attend 3 events per semester
  - Attend six monthly team meetings (September, October, November, January, February and March)

Application Timeline

<table>
<thead>
<tr>
<th>Start your online application</th>
<th>Volunteer commitment is for two terms, starting in August 2018 and finishing at the end of April 2019</th>
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<tbody>
<tr>
<td></td>
<td>Detailed program information available on the International Mentorship Program website.</td>
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<tr>
<td>Application deadline</td>
<td>Applications are due on May 28th, 2018</td>
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<tr>
<td>In-person interview</td>
<td>Potential candidates will be informed to schedule interviews through myInvolvement.</td>
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<tr>
<td>Position offers</td>
<td>May - June 2018</td>
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