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
Twenty-five (25)

Benefits of Volunteering with the International 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 and experience exposure to various cultures and diverse backgrounds from fellow mentors and mentees
- Meet likeminded 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 International Mentorship Program!
### Responsibilities and Requirements

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<th>Minimum CGPA</th>
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<td>Credit units</td>
<td>One academic year of full-time studies (to be completed by April 2017)</td>
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| Other qualifications | • Excellent intercultural communication skills  
• Strong mentorship skills to provide new international 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

| Start your online application | • Volunteer commitment is for two terms, starting in August 2016 and finishing at the end of April 2017  
• Detailed program information available on the International Mentorship Program website. |
| Application deadline | • Applications are due on June 5, 2017 at 9:00am.  
• Please apply online through myInvolvement (job ID: 4020), and also fill out the online application form. |
| In-person interview | Potential candidates will be informed to schedule one-on-one interviews through myInvolvement. |
| Position offers | Before the end of June |

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