Undergraduate 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 20

Benefits of Volunteering with the Global Community 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 engagement
• 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 the Welcome event at the beginning of each semester, at least one program event per term hosted by the Program Coordinator, and your teams community event each semester
• 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!
• Finish a mentor feedback survey at the end of every semester.

Responsibilities and Requirements

| Minimum CGPA | 2.5 |
| Credit units | One academic year of full-time studies (to be completed by April 2019) |
| 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  
| • Two full day training and team building sessions – one in June, 2019 and one in January, 2020  
| • Attend 3 events per semester  
| • Attend six monthly team meetings (September, October, November, January, February and March) |

Application Timeline

| Start your online application | Volunteer commitment is for two terms, starting in July 2019 and finishing at the end of April 2020  
| | Detailed program information available on the Global Community Mentorship Program website. |
| Application deadline | Deadline: Sunday, March 31st, at 11:59 pm  
| | Please apply online through myInvolvement. |
| In-person interview | Potential candidates will be informed to schedule interviews through myInvolvement. |
| Position offers | April 2019 |