

Campus Employment Service Job Posting

Department Peer Mentor Student Lead
Job Title Student Success Centre
Vacancies 1
Pay Rate \$14.56
Job Start Date September 2021
Job End Date April 22, 2022

Program Related No

Deadline Open until filled

Days As scheduled

Hours As scheduled to a max 110 hrs per eligible semester

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. All students are also required to complete the COVID-19 Return to Campus Training.

Qualifications Experience with peer mentoring program an asset. Students must be eligible for funding for this position. Upon hiring you must complete the Occupational Health & Safety Worker Training and produce a copy of the certificate for our files.

Duties Regular and ongoing communication with peer mentors via email and phone messages. Assisting students with applications and feedback forms. Coordinating logistics and hospitality for mentor information sessions and mentor training for all mentoring programs (Peer, Group and High School). Promotion, marketing (weekly displays/distributing print materials) and preparing resources (photocopy/collating) for distribution. Reviewing and summarizing information from evaluation processes. Excel database and Blackboard group maintenance. Work in compliance with the Occupational Health & Safety Act. Assist with other administrative duties within Student Success as required

With the ongoing COVID-19 pandemic, Confederation College will continue to take direction from Ontario's Chief Medical Officer of Health as well as our federal, provincial and local health authorities. The health and safety of our students, employees and entire College community remains our priority. As such, the successful candidate will need to complete the mandatory COVID related training provided by the College, as well as follow specific guidelines as outlined by supervisors in your department.

May 26, 2021

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