



First-in-Family Peer Mentor Role Description

Position Title:	Peer Mentor
Department:	Student Success Centre
Hours:	4 hours per month

Role Description

The Student Success Centre (SSC) is dedicated to supporting First in Family students in their academic journey. We believe that every student deserves equal access to higher education and want to do our best to eliminate any barriers that may hinder their progress. To achieve this goal, we are looking for dedicated and motivated student volunteers to join our Mentorship Program as **Peer Mentors**.

As a Peer Mentor, you will have the opportunity to make a significant impact on the lives of your fellow students, while promoting equity, diversity, and inclusion (EDI) on campus. This position also offers a unique chance to develop valuable skills in communication, teamwork, leadership, and time management.

We welcome applicants from all faculties. We will provide comprehensive training and support to ensure your success in this program. Apply today and join us in creating a more inclusive higher education experience for First in Family students!

Position Responsibilities

- Attend mandatory training prior to mentorship.
- Establish and maintain a trusting relationship with mentees:
 - Connect and communicate with your mentees at least twice a month through your preferred methods.
 - Attend at least three workshops or social events on campus each semester with your mentees.
 - Encourage and support mentees with their involvement on campus.
 - Provide suggestions, advice, and feedback to your mentees; don't influence or control decisions.
 - Maintain confidentiality of your mentees' information. Training on this topic will be provided.

- Participate in professional and program development activities:
 - Attend two Mentor Meetups each semester with other Peer Mentors and SSC Staff to check in, updates on activities, share ideas and resources.
 - Complete a mid-term check-in form to ensure that the program is meeting your expectations, and your mentor-mentee relationship is going well.
 - Support the development and distribution of monthly newsletter to First in Family students.
 - (Optional) Co-facilitate one or two workshops per term.

Qualifications

- Completed at least one academic year.
- Enrolled in courses and be in good conduct standing for non-academic misconduct.
- Commit to a minimum of **four hours per month** for mentoring.
- Prior experience as a First in Family student is an asset, but not mandatory.
- Availability for the entire academic year, including Fall and Winter semesters, is strongly encouraged for consistency.

Benefits

- **EDI Experience:** Volunteers will participate in a meaningful program that positively impacts student experience and success.
- **Reference Letters:** Peer Leaders will receive reference letters from the Academic Development Specialist upon the completion of the program. Students must have completed all required training, volunteered for a minimum of 1 semester and meet the volunteer hours requirement before they can request a reference letter.
- **Professional Development:** Volunteers will be given the opportunity to improve their skills such as leadership, teamwork, communication, and time management through workshops, mentorship, and training.
- **Community Building:** Volunteers will have the opportunity to connect with like-minded students who share a passion for making a difference and become part of a supportive community.

Application Process

If you are interested in this position, please complete this [Peer Mentor Application](#).

Contact Us

To learn more about this program, please visit the [First-in-Family Website](#).

If you have any questions or concerns, do not hesitate to contact Tram Nguyen at the Student Success Centre. You can reach Tram by email at tram.nguyen4@ucalgary.ca

Conduct Standing

This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “Probation for Non-Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good conduct standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.