

Writing Symbols Lodge
Indigenous Student Access Program PASS Mentors

Faculty/Degree/Major: Faculty of Arts or Haskayne School of Business

Job Duration: August 30th, 2021 – Dec. 24th, 2021

Job Start Date: August 30th, 2021

Title: Indigenous Student Access Program PASS Mentor

Description:

A division of Student Services, **Writing Symbols Lodge** provides a culturally appropriate environment that encourages and supports the success of Indigenous students in their pursuit of knowledge and higher education. Writing Symbols Lodge provides academic, personal, and cultural support services and programs to prospective and current First Nations, Metis and Inuit students, and offers a welcoming and supportive learning environment for the whole campus community.

The Indigenous Student Access Program (ISAP) is currently hiring two positions for the role of ISAP PASS Mentor. ISAP PASS Mentors are scheduled for 10 hours of work per week for 13 weeks, beginning in the first week of classes. They are also paid for completion of PASS leader training. The rate of pay for this role is \$17.58/hour. Main weekly duties include attending their designated course lectures, preparing and facilitating collaborative study sessions, attending team meetings and, at times, conducting peer to peer observations of Peer Assisted Study Sessions (PASS). Preference will be given to candidates that are previous ISAP students, students with lived experience as an Indigenous person, and all candidates should have previously taken and achieved an A- or better in:

- INDG 201
- ENGL 251

Or similar courses.

The ISAP Peer Mentor will report to Karen MacDonald – Manager, Writing Symbols Lodge, will collaborate and assist Reagan Markwell – Indigenous Student Access Program Coordinator, as well as with other Writing Symbols Lodge staff.

Duties & Responsibilities may include:

The ISAP Peer Mentor position has been established for an Indigenous student to provide support for the ISAP Peer Mentorship Program throughout their work term. They will work alongside one other Indigenous Peer Mentor, the ISAP Co-op Student, as well as the Indigenous Student Access Program Coordinator. Duties of the role include attending their designated course lectures, preparing, and facilitating collaborative study sessions, attending team meetings and, at times, conducting peer to peer observations of Peer Assisted Study Sessions (PASS). A breakdown of the tasks and responsibilities of this role is provided below:

ISAP Peer Mentorship Program

Working closely with the Manager, and ISAP Coordinator the ISAP Peer Mentors will play an integral role in the facilitation of the Peer Mentorship Program. Duties will include:

- Attend the lectures of the selected course, take notes, complete assignments, and read all assigned materials
- Conduct at least three 50-minute or two 75-minute study sessions per week throughout the term using strategies learned through PASS leader training.
- Meet with staff in the WSL and the ISAP Intern for debriefing sessions on the following:
 - observations of ISAP Peer Mentor sessions.
 - the creation and use of ISAP Peer Mentor session handouts and session planning.
 - any problems or potential problems.
- Assist the WSL Manager, ISAP Coordinator, and ISAP Intern in training other PASS leaders.
- Provide extended ISAP Peer Mentor sessions as necessary (e.g. prior to midterms and finals).

- Provide handouts/online resources for use during Peer ISAP Mentor sessions.
- Ascertain course requirements and maintain contact throughout the term with course instructor or designated representative.
- Meet with other campus ISAP Peer Mentors, ISAP Intern, ISAP Coordinator, and other supervisory staff at scheduled meetings.
- Other duties as required.

Qualifications:

- Pursuing an undergraduate degree in good academic standing as defined by the University of Calgary Calendar and conduct policy
- Completed at least two academic years.
- In Good Academic Standing, ideally presenting an overall GPA 3.0 or above.
- Highly developed interpersonal and communication skills.
- Demonstrated professionalism, maturity and good judgement
- Ability to prioritize workload, tasks, assignments and responsibilities and able to meet deadlines
- Demonstrated engagement in Community settings is considered an asset, including; volunteerism, mentorship, leadership, coaching, cultural involvement, etc.
- Strong interpersonal and communication skills; comfortable speaking in front of groups
- Experience in facilitating groups (2 – 30 people)
- Interested in working with Indigenous students, staff, faculty and community members
- Knowledge in Microsoft Office (Word, Excel, PowerPoint, Outlook)

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.

Compensation:

- ISAP Peer mentors are schedule for 10 hours of work per week for 13 weeks, beginning the indicated start date.
- They are also paid for completion of PASS leader training prior to their first PASS session.
- The rate of pay for this role is \$17.58/hour.

Contract Length:

- August. 30th, 2021 – Dec. 24th, 2021