

**Writing Symbols Lodge**  
**Indigenous Student Access Program Peer Mentor**

**Faculty/Degree/Major:** All Faculties

**Duration:** August 24<sup>th</sup>, 2021 – April 30<sup>th</sup>, 2022

**Start Date:** August 24<sup>th</sup>, 2021

**Title:** Indigenous Student Access Program Peer 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 offers a welcoming and supportive learning environment for the whole campus community while providing academic, personal, and cultural support services and programs to prospective and current First Nations, Metis, and Inuit students, and allies.

The Indigenous Student Access Program (ISAP) has continuously dedicated itself to creating and refining culturally appropriate academic, personal, and cultural programming for its students, the Writing Symbols Lodge, and the University of Calgary communities. In an effort to further support our students' successful transition into post-secondary we excitedly announce the ISAP Peer Mentorship Program. Peer mentorship has been shown to be one of the most beneficial supports to new students positively impacting student retention and success. The ISAP Peer Mentorship Program makes possible an environment of ongoing support, growth, and learning dedicated not only to the success of ISAP students, but it's ISAP Peer Mentors. By providing meaningful community connections and reenergized conversations surrounding Academic and Professional Development, Mental Health and Wellness, Community and Culture, and Mentorship and Leadership every member of the ISAP Mentorship community is presented the opportunity to develop relevant skills and knowledge to ensure each, and every individual involved benefits from the structure of our program. Through connection, mentorship, learning, and reflection the ISAP Mentorship Program seeks to benefit it's participants at every level of our program.

ISAP is currently recruiting for volunteers to take on the role of ISAP Peer Mentor. ISAP Peer Mentors are scheduled for 2-5 hours per week for the fall and winter semesters, and are encouraged to participate in both semesters. To best equip our ISAP Peer Mentors, a 2-day training prior to the start of volunteering will be delivered to support the execution of mentor tasks which are included but not limited to; helping students during their transition into university, providing student resources, completing, and attending mandatory workshops, fulfilling time requirement, completing mandatory check ins, and providing the program

coordinator weekly volunteer tracking sheets\*\*. Preference will be given to candidates that are previous ISAP students, students with lived experience as an Indigenous person, and all candidates should be in good academic standing.

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

**Duties & Responsibilities may include:**

- Commit approximately three to five hours per week. This time can be divided to meet yours and the students' needs.
- Commit for 2 semesters (fall/winter terms preferably)
- You are using your time with your mentee in a positive way that supports student development, wellness, and overall success
- Ensuring that boundaries are maintained, and the student's safety is prioritized
- Communicate openly and regularly with the mentorship coordinator to discuss match progress, development, and success
- Keep everyone informed of life/schedule changes that may impact the match
- Be consistent and dependable and maintain a steady, positive presence in the student's life • Be able to form a developmental relationship. Express care, challenge growth, provide support, share power and expand possibilities
- Involve the student when deciding how you are to split up your weekly time together.
- Listen to and respect the thoughts and viewpoints of the student, and focus on building their strengths and confidence
- Have realistic expectations, and be prepared for any issues that may arise
- Use available resources, including the guidance and advice of the program staff. If a problem arises ensure you understand the necessary measures to take.
- Fulfill time commitment allocated to volunteering within the WSL and/or chosen cause/event
- Attend mandatory workshops
- Complete mandatory check ins and weekly time sheets
- Meet with other campus ISAP Peer Mentors, ISAP Intern, ISAP Coordinator, and other supervisory staff at scheduled meetings.
- Other duties as required

**Qualifications:**

- Is an Indigenous student at the University of Calgary

- 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
- Interpersonal and communication skills.
- Compassionate, kind, and empathetic.
- Demonstrated professionalism, maturity, leadership, and good judgement
- Ability to prioritize workload, tasks, and responsibilities
- Demonstrated engagement in Community settings is considered an asset, including volunteerism, mentorship, leadership, coaching, cultural involvement, etc.
- Interested in working with Indigenous students, staff, faculty, and community members
- Ability to effectively maintain and set healthy boundaries.
- Dedicated to supporting student success.
- Consistent and reliable, can maintain a dependable and positive attitude.
- Be able to form a developmental relationship. Express care, challenge growth, provide support, share power, and expand possibilities
- Good listener and respectful to the needs of others

#### **Mentor Benefits and Incentives:**

- **Reference Letters:** Peer Mentors will receive reference letters from the WSL manager and ISAP program Coordinator upon the completion of the program. Students must have volunteered for a minimum of 1 semester before they can request a reference letter and satisfy their mandatory workshop and volunteer hours requirement.
- **Mentor of the Month:** Students are invited to complete monthly nominations to highlight the good work of the mentors. The mentor chosen will be highlighted on the WSL wall and/or other forms of social media (if they are comfortable).
- **Professional Development:** Students will be given the opportunity to improve their professional development through workshops, certifications, and training. Professional development opportunities will be woven into the weekly time commitment the mentors will be making whether it be through workshops, volunteering, making connections, student leadership training, etc.
- **Certification:** Peer Mentors will receive certificates upon the completion of the program, this will reflect the student's leadership and dedication to student development. Students must attend the mandatory workshops and fulfill their volunteer commitment to receive this certificate. Additionally, students will receive a certificate upon the completion of their initial program training.
- **Leadership and Facilitation Development:** The peer mentorship program helps students develop valuable skills they can utilize throughout their degree and future career.

- **Honorariums:** Small honorariums will be given out at the discretion of the ISAP coordinator to students who have shown exceptional leadership and dedication to their role in the program.

### **Contact Us:**

If you have any questions or concerns, do not hesitate to contact Reagan Markwell the ISAP coordinator. You can reach Reagan Markwell by email at [reagan.markwell@ucalgary.ca](mailto:reagan.markwell@ucalgary.ca) or [isap@ucalgary.ca](mailto:isap@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](mailto: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.