ACADEMIC MENTOR

2021-22

Job Description

UNIVERSITY OF TORONTO

Chestnut RESIDENCE
Thank you for your interest in applying to be an Academic Mentor (AM) at Chestnut Residence! This opportunity is an excellent way to get involved, help students and build your own transferable work skills. We are looking for committed, responsible, and creative individuals who are looking for a unique experience to support students academically within the residence community.

Programming is an essential component of an enriching residence experience. Programming refers to thoughtfully planned events and activities organized in an effort to support students and the overall community. It can be focused on areas such as academic success, personal growth, life transitions, and professional development. Some programming is planned proactively to meet the needs of students ahead of when they might be experiencing certain challenges, while some programming is reactionary to current events or in response to a particular community experience. Additionally, some programs are “active” in nature and some are “passive.” Active programs refer to events where students have to attend in person, while passive programs are delivered through mediums like bulletin boards, newsletters, handouts, and emails. Some examples of active programs include cover letter and resume writing workshops and academic advising information sessions. Some examples of passive programs include a bulletin board on the topics of using online academic success resources or a handout on the topic of how to find summer research opportunities or jobs. The AM role is designed to deliver proactive programs mostly focused on academic success, and that are both active and passive in nature.

Reporting to the Residence Life Coordinator, the Academic Mentors will work closely with the Residence Life Office to assist in the coordination of programs aimed to support the academic success of Arts & Science students. The incumbents will be expected to provide mentorship to students through regular drop-in sessions, one-on-one meetings, and large scale passive and active programs. AMs will be provided with training on program development, University resources and how to make effective referrals. AMs will be provided with on-going one-on-one and team support throughout the academic year.

Please note that due to COVID-19, the duties and responsibilities outlined below may need to be completed virtually, using platforms such as Microsoft Teams and Zoom.

The incumbents will be expected to be creative, collaborative and team-oriented when planning and delivering programs. Programming will be developed with a focus on experiential opportunities for students including but not limited to academic success and support, and overall transition to University life.

**Primary Duties**

As an AM, you will design, advertise, and deliver programs to meet the following programming requirements:
• 1x/month drop-in study sessions
• 1x/month passive program (bulletin board display plus handouts) on pre-planned monthly themes as outlined by the Chestnut Residence Life Office
• 2x/semester active educational programs run in collaboration with at least one campus partner
• 1x/semester social for Arts & Science students living at Chestnut Residence

As an AM you will also be expected to fulfill the following responsibilities:

• Participate in a 1-day training program as facilitated by the Chestnut Student Life Programs Coordinator at the beginning of the academic year
• Attend on-going leadership development opportunities approximately 3x/academic year (dates TBD)
• Attend bi-weekly staff meetings as coordinated by the Chestnut Student Life Programs Coordinator
• Attend monthly one-on-ones with the Chestnut Student Life Programs Coordinator to touch base about programming, teamwork, and professional development

Learning Outcomes
Upon completion of the program, AMs will have achieved the following learning outcomes:

• The ability to design, advertise, and deliver passive and active programs
• The ability to identify needs in a community and creatively work to meet those needs
• The development of leadership skills, including public speaking mentorship of younger peers

Eligibility
To be eligible to be selected as an AM, you must:

• Be an upper-year full-time registered student in the Faculty of Arts & Science, University of Toronto
• Be a resident of Chestnut Residence for the 2021/2022 academic term
• Be in good academic standing
• Be organized, enthusiastic, and creative

How to Apply
• Please apply via CLNx
• Applications are due by 9:00 AM on September 13, 2021