

Innis Community Development Mentorship Lead (Paid) Description, Minimum Requirements

Minimum Requirements

The Innis College Office of Student Life is now accepting applications for Community Development Chairs for the 2018-19 academic year.

In order to apply, students must meet the following minimum requirements for application. Applicants must be:

- An Innis student and/or Innis resident (going into second year and above). This includes all Innis commuter students in the Faculty of Arts & Science and all Innis residents in Arts & Science, the Faculty of Applied Science and Engineering or Faculty of Architecture.
- Returning as a full-time student in 2018 - 2019
- In good academic and financial standing as of May 31, 2018 (e.g. not on academic probation or in financial arrears)

Please note that the above are only the minimum requirements for applications are evaluated on a qualitative basis according to a large number of factors, particularly the applicant's contributions to the Residence, College or University community in the past year. **These positions are open to both commuter students and residents.** Incomplete and late applications will not be considered. This position may be posted as a Work-Study position requiring a supplementary application.

For more information on Student Life programming at Innis please visit www.innislife.utoronto.ca or email studentlife.innis@utoronto.ca

Role Description

The Innis Community Development Mentorship Lead is responsible for the organization and implementation of the Innis College InSight peer mentorship program. This includes recruiting and leading student mentors, pairing mentors with mentees, and overseeing the mentorship program and iStudy programming. Additionally the Lead is also responsible for maintaining close ties with the Innis College Alumni Mentorship Program and Orientation led mentorship initiatives.

The Mentorship Lead will report directly to the Assistant Dean, Student Life (ADSL) and will be provided with a budget for the academic year. They will meet with the ADSL regularly to report on planned activities to ensure that they align with the mission, vision and values of the Office of Student Life and for budgetary approval. Furthermore they may also receive additional support and guidance from the Transition and Support Don & Programming Assistants who will help in facilitating and coordinating planned events.

In summary the positional duties include but are not limited to:

- Coordinating the recruitment and appointment of InSight Mentors.

- Planning *at least* two active programs per semester for Mentors & Mentees; these may include, but are not limited, to iStudy sessions or collaborations with Community Development Chairs.
- Coordinating *at least* one social program per semester;
- Promoting further Innis and University of Toronto events relating to the portfolio topic;
- Keeping record of Mentor and Mentee participation;
- Communicating with Orientation Coordinators to support summer mentorship opportunities;
- Meeting with the ADSL bi-weekly or as needed to ensure planned activities are strategically aligned and are on budget;
- Attending the Spring IN2U: Transition to Leadership Workshop in 2018 and 2019;
- Attending the late- August IN2U: Student Leader Day;
- Attending training sessions in August (dates to be announced);
- Additional duties as required.

The Mentorship Lead role is crucial in the success of Student Life programming at Innis College. They will be paid an hourly rate for hours worked to a maximum of 10 hours per week.

If at any time the Lead has any questions or concerns related to their role, they should speak to the Dean of Students and Residence immediately.