UNIVERSITY OF CALGARY
Student Success Centre

First-Generation Student Mentorship Program Circle Facilitator Role Description

Position Title: Circle Facilitator

Department: Chancellor Cuthbertson Student Success Centre

Hours: approximately 5 hours between June and August, and
4-10 hours per semester (Fall and Winter)

Role Description

The Student Success Centre (SSC) is dedicated to supporting First-Generation 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 Mentor Leaders.

As a Circle Facilitator, you will play a key role in supporting your fellow Peer Mentors and Mentees in your Mentorship Circle to build a strong, connected community within the program. This position offers a unique opportunity to develop and deepen your skills in leadership, communication, event coordination, and community building, while promoting equity, diversity, inclusion, and accessibility (EDIA) on campus.

We welcome applicants from all faculties. We will provide comprehensive training and support to ensure your success in this role.

Apply today and join us in creating a more inclusive higher education experience for First-Generation students!

Responsibilities

- Attend **mandatory training and planning sessions** prior to mentorship.
- Collaborate with Student Engagement Partners and First-Gen staff members to plan and facilitate **two social gatherings** for your Mentorship Circle to build community among mentors and mentees.
- Host **one mandatory mid-term mentor meeting** per semester with your Mentorship Circle to check in on mentor-mentee relationships and overall program experience.

- Coordinate and support the mentors within your assigned Mentorship Circle in actively engaging with their mentees and navigating any challenges that arise in their relationships or any feedback for the program.

Qualifications

- Completion of at least one academic year.
- Enrolment in courses and good standing with respect to non-academic misconduct.
- Commitment of approximately 5 hours for training and planning between June and August, and 4–10 hours per semester (Fall and Winter) to support program delivery and community engagement.
- Prior experience as a first-generation student is considered an asset but is not required.
- Availability for the full academic year (Fall and Winter semesters) is strongly encouraged to support continuity.
- Priority will be given to returning First-Generation Peer Mentors.

Benefits

- **EDIA Experience:** Volunteers will participate in a meaningful program that positively impacts student experience and success.
- **Reference Letters**: Circle Facilitator may request a reference letter upon successful completion of the program. To be eligible, students must complete all required training, volunteer for a minimum of one semester, and fulfill the required volunteer hours.
- **Professional Development:** Volunteers will be given the opportunity to improve their skills such as leadership, teamwork, communication, and time management through training, event planning and facilitation, program development, community engagement, and mentorship.
- **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 select this role as part of your mentor application on the First-Generation Mentorship website.

Contact Us

To learn more about this program, please visit our website, First-Generation Students Program.

If you have any questions or concerns, do not hesitate to contact the First-Generation Team by email at firstgenprograms@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.