



# First-Generation Mentorship Program – Mentor Leader Role Description

<b>Position Title:</b>	Peer Mentor Leader
<b>Department:</b>	Student Success Centre
<b>Hours:</b>	2-3 hours per month in addition to regular mentorship time commitment

## Role Description

As a Peer Mentor Leader, you will have the opportunity to make a significant impact on the lives of both mentors and mentees. This position also offers a unique chance to develop valuable skills in communication, leadership, and facilitation. With the support of a First-Generation staff member, you will connect Program mentors and mentees to additional resources, take a leadership role in building community, and share valuable insights to the First-Generation team to help shape future programming.

We welcome applicants who are returning mentors or who have previous mentorship or campus leadership experience. We will provide comprehensive training and support to ensure your success in this leadership role.

If you are interested in this position, please indicate your interest in the [Peer Mentor Application Form](#).

## Position Responsibilities

- Attend **one mandatory training session** prior to beginning the role.
- Build community within your mentor group of mentors and mentees (10-16 students):
  - Facilitate group communication (Group chat, Teams, WhatsApp, Discord etc.)
  - Organize and invite your group members to different social activities (sports, games, etc.); can collaborate with other group leaders
  - Encourage your group members to join the First-Gen meetups and Learning Lounges
  - Create connection opportunities for mentees between one another
- Be the first point of contact of your mentor group

- Lead and facilitate one **First-Gen Mentor Meetings each semester** to update on activities, share ideas and resources.
- Provide suggestions, advice, and feedback to mentees; don't influence or control decisions.

## Qualifications

- Completed at least one undergraduate academic year at the University of Calgary.
- Be in good conduct standing for non-academic misconduct and demonstrate behaviors that align with the program values.
- Commit to **10-12 hours of mentor leadership** per semester on top of the **ten hours per semester** for mentoring.
- Commit to the First-Generation Mentorship Program in both Fall and Winter semesters to ensure ample time for relationship building and skill development.
- Prior experience with mentorship or on campus leadership is an asset but not mandatory.

## Benefits

- **Reference Letters:** Peer Mentors will receive reference letters after completing the program. Students must have completed all required training, volunteered for a minimum of 1 semester, and meet the volunteer hours requirement before they can request a reference letter.
- **Professional Development:** Volunteers will be given the opportunity to improve their skills such as meeting facilitation, community building, through experiential learning opportunities, workshops, mentorship, and training.
- **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.

## Contact Us

To learn more about this program, please visit the [First-Generation Mentorship Program website](#).

If you have any questions or concerns, do not hesitate to contact us at [firstgenprograms@ucalgary.ca](mailto: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](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.

## Values Statement

The First-Generation Student Programs is a team of staff and students committed to building a community of support for UCalgary students who are the first in their families to attend post-secondary education.

The First-Generation community...

- Values the **diversity** of identities that staff, mentors, and students bring to the community.
- **Respects** individual differences and the value they bring to our campus regardless of culture, race, ethnicity, gender, or ability.
- Demonstrates **accountability** and **inclusivity** through our words and actions, while owning the impact of what we say and do.
- **Commits** to Truth and Reconciliation, [ii'taa'poh'to'p](#), and learning together “in a good way”