

Indigenous Peer Mentor

Job Type: Work Study for Fall 2023 and Winter 2024
Department: Indigenous Education & Engagement (IE&E)
Work Space: North Campus (LRC2137), Lakeshore Campus (WEL301) or Virtual
Wage: \$16-\$18 an hour (maximum of 15 hours/week)
Openings: 3 positions

Application Deadline: Friday, October 13, 2023
Interviews: Tuesday, October 17 – Thursday, October 19, 2023
Start Date: Monday, October 23, 2023 (Fall 2023 – Reading Week)
Orientation: Monday, October 23 – Friday, October 27, 2023

JOB DUTIES

Indigenous Peer Mentors are senior Indigenous students that have self-identified with Humber's Indigenous Education & Engagement department. Under the immediate supervision of the Indigenous Student Advisor and the Manager of Indigenous Education & Engagement, the Indigenous Peer Mentors will work in collaboration with the Indigenous Peer Mentor team and support students by providing access and referrals to appropriate resources within Humber and Indigenous community organizations.

RESPONSIBILITIES

The Indigenous Peer Mentors will be working within the Indigenous Student Success team and the duties include, but are not limited to:

- Plan and execute a maximum of 4 Indigenous Peer Mentorship workshops
- Establish, develop and maintain engagements with mentorship participants
- Lead the Call Program, provide student follow ups and record case management notes
- Support student learners during weekly group or individual sessions
- Promote and support IE&E events on-campus and off-campus initiatives
- Submit weekly attendance lists and hours worked
- Participate in workshops to enhance skill development
- Follow all Humber College policies, including professionalism, and confidentiality regarding any student information

Within this role, students will sharpen and gain the following employability skills:

- Written and verbal communication
- Critical thinking and problem solving
- Multi-tasking
- Ability to work independently and as part of a team
- Customer service and relationship building
- Digital literacy
- & more!

REQUIRED QUALIFICATIONS

Indigenous Peer Mentors must meet the following qualifications:

- Identify as a First Nation (Status/Non-status), Inuit or Métis
- Be a Domestic student currently enrolled in studies
- Demonstrate financial need (via myhumber.ca Work-Study application process)
- Carry more than 60% of a full-time course load or 40% of a course load if registered with Accessible Learning Services
- Maintain status as Full-Time student to maintain eligibility as a work study student

REQUIRED COMPETENCIES

- Microsoft Suite, including but not limited to Microsoft Teams, Zoom and WebEx
- Great interpersonal skills, ability to work collaboratively with colleagues from diverse backgrounds to achieve organizational goals
- Effective writing and presenting skills
- Demonstrate positive attitude towards learning
- Demonstrate excellent level of organization, responsibility, reliability, punctuality, and ability to work independently
- Demonstrate flexibility and professionalism
- Facilitation skills considered an asset
- Research and evaluation experience (asset but not required)

WORKING CONDITIONS:

Monday to Friday with potential for evening and weekend shifts for special events

Students interested in applying should email indigenous@humber.ca with a cover letter, resume and proof of work study approval with the Subject Line stating "Indigenous Peer Mentor" by Friday, October 13th, 2023.

Need some support with preparing your application? We encourage you to utilize the Humber Advising & Career services Resume & Cover Letter critique services! Visit <http://careers.humber.ca/student-online-services.php>