

York University
Job Description – Work-Study Student

Job Title: Student Success Mentor	To Be Completed by HR Only
Type: Work-Study <input type="checkbox"/> LEAP <input checked="" type="checkbox"/>	Job Code: 954741
	Classification: Student Support
	Level: 1

The Work Study Student program provides on-campus job opportunities for eligible York University undergraduate students.

Work Study Student employees are provided opportunities to contribute to support roles while developing valuable, relevant skills and work experience for the workplace. These roles offer a learning and development opportunity for Work Study Student employees to receive experiential on-the-job training, guidance and mentorship.

Under the guidance of permanent staff members, Work Study Student employees will provide support to their relevant department/faculty in clerical, administrative and technical capacities.

As part of your Work-Study/LEAP experience, you will participate in Becoming YU, a program designed to support students in:

- creating meaningful goals and objectives;
- recognizing the value of their personal, academic and professional experiences;
- identifying their competencies and skills; and
- articulating their skills and experiences with confidence.

Becoming YU includes regular meetings with your student employment supervisor/coach for reflecting on your progress and getting valuable feedback.

Job Purpose:

Provide an overview of the job responsibilities

The Student Success Mentor is responsible for providing peer support by sharing information and promoting programs and services that assist in the development and attainment of student goals.

Major Areas of Responsibility:

Briefly describe the main duties and responsibilities

Under the direction of a permanent staff member, the Student Success Mentor may be responsible for some or all the following tasks:

1. Provide peer support by identifying student needs and make informed referrals to financial, academic, career and health resources on campus.
2. Promote awareness and assist students with obtaining information about available programs and services.
3. Share experiences, guidance and information through mentorship conversations and responding to questions and concerns.
4. Facilitate group session to disseminate information via presentations.

5. Acts as an ambassador and role model by helping students navigate York University's processes and procedures
6. Assist with planning and implementing program initiatives, activities and campus events.
7. Develop website and social media content to creatively collaborate with students to share ideas, provide information and promote events.
8. Collaborate with campus partners to develop and promote mentorship programs.
9. Stay well-informed on emerging and diverse programs.
10. Assist with collecting and documenting program data, evaluations and outcomes.
11. Draft reports, conduct research and develop resources.
12. Assist with special projects and administrative duties.
13. Attend and participate in team meetings.
14. Other duties as assigned.

Education:

Must be enrolled as a York student

Must be enrolled as a York student.

Experience:

Previous work experience may be considered

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Skills:

Must select skills from approved Job Qualification & Related Skills document

1. Ability to communicate with others to explain and share information.
2. Ability to collaborate and work with others to complete a shared goal.
3. Ability to build and maintain relationships.
4. Ability to provide insight and suggestions to support individuals in making informed decisions.
5. Ability to understand and relate to others.
6. Ability to plan social activities, programs and events that contribute to an engaged community.
7. Ability to foster a shared sense of community.