ALES Mentor Description

This is a volunteer position with the Faculty of Agricultural, Life & Environmental Sciences (ALES). ALES Mentors are the student face of the Faculty and demonstrate exemplary leadership by assisting new students as they transition into their University experience. ALES Mentors provide guidance and support to their Mentees and help to foster new and healthy student habits and a sense of connection to the campus community. ALES Mentors are expected to check-in with their Mentees on a regular basis - both online and on campus as follows:

- Online activities: include connecting through e-mail and our online platform; MentorCity
- On campus activities: include studying, going for coffee or attending a recreational class together

Over the 13-month term of service (pending on the mentees’ needs), the mentor will be matched with up to two mentees. Mentees will be applying for mentorship on an ongoing basis, which requires our ALES mentors to be adaptable. Successful applicants will receive comprehensive training.

Roles and Responsibilities:

1. Have a flexible schedule around the 13-month term of service; from March 2017 to April 2018
2. Connect with the assigned mentees through a combination of in-person and online commitment
   - Mentors will organize a minimum of 6 in-person meetings with each mentee
   - Mentors can expect to put roughly 1 hour of time in per a week (in-person or online)
3. Organize and facilitate a personal campus tour for assigned mentees
4. Contact mentees during spring and summer semester to assist with their transition into first year
5. Establish an online mentor profile
6. Regularly attend meetings and mandatory training
7. Participate in key Faculty events such as Project Serve, Open House and ALES Week

Benefits to the Mentor

- Formal recognition through the UAlberta Co-Curricular Record (eligible at contribution of 20 hours)
- A reference letter from the Student Engagement Coordinator
- Certificate of Appreciation from the Faculty
- Opportunities to develop and hone leadership skills

Required Qualifications:

Applicants must have:

- Student status in the Faculty of Agricultural, Life & Environmental Sciences
- *28 credits completed
- Minimum 2.5 GPA
- Demonstrate skills of being approachable, accessible, confident, supportive and a strong listener

To be considered, applicants must have daytime availability on March 11 and on the evening of April 3. Please indicate on your application form if there is a conflict with either of these times.

Application Procedures and Deadline:

To apply for a Mentor position, complete the online application (Google form) found under the Student Life tab at ales.ualberta.ca. Application deadline is Sunday, February 26, 11:59 PM MST.

Please note: successful applicants will go onto an interview process to determine suitability for the position. Interviews are approximately 30 minutes in length and will be scheduled immediately following the application deadline.

In our commitment to enhancing our equitable, diverse, and inclusive workforce, we especially welcome applications from members of visible minorities, Aboriginal Peoples, women, persons with disabilities, and persons of minority sexual orientations and gender identities.