

# Student Success Centre Job Posting

## Welcome Crew Mentor

The **Welcome Crew Mentor** acts a resource to new Concordia students about to start, or already in their first year at Concordia.

### **Primary Responsibilities:**

- Offer peer support to new students, or those already in their first year at Concordia
- Actively maintain contact with new students and mentees through social media presence, events, and one-on-one meetings
- Staff the Welcome Crew office and assist new students on a drop-in basis, as needed
- Answer emails and in-person inquiries from new students
- Lead campus tours and orientation activities
- Plan and deliver events and activities for new students
- Participate in call campaigns to new students
- Perform administrative tasks in support of the Services for New Students team

### **The ideal candidate should:**

- Have attended Concordia for at least two terms
- Maintain a high academic standing (GPA of at least 3.0)
- Have knowledge of campus life and student services at Concordia
- Have good leadership skills
- Have strong oral and written English communication skills and outstanding interpersonal skills
- Have a passion for community engagement
- Be available to work up to 15 hours per week, on average (More hours may be required during peak orientation times)
- Work-Study eligible preferred, but not required

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The hourly rate for this position is \$13.00.

The position starts with interviews and training in April 2018 and continues throughout the 2018-2019 academic year, as per the supervisor's discretion.

### **Think you'd be a good fit? Apply by e-mail!**

Send your application package to: [cuwelcomecrew@gmail.com](mailto:cuwelcomecrew@gmail.com)

### **Application package must include:**

- Cover Letter and résumé (submitted in a merged file, titled with last name, first name)
  - A copy of your most recent academic transcript
  - Work-Study Authorization email confirmation, if applicable

If you have any questions, please contact:

Stephanie Whitehouse, Coordinator, Services for New Students (Student Success Centre)

[cuwelcomecrew@gmail.com](mailto:cuwelcomecrew@gmail.com)