

Job title: Doctoral Peer Mentor

Number of positions:	Four (4)
Contract type:	Casual-Professional
Contract date:	August 1, 2026 – July 30, 2027
Approximate hours:	Approximately 5 hours per week
Salary:	\$33/hour
Application deadline:	Sunday, July 5, at 11:59 PM

Position summary

The **Doctoral Peer Mentorship Program** supports the successful transition, integration and professional development of doctoral students during their first year of study at Concordia University.

As a **Doctoral Peer Mentor**, you will play an important leadership role in helping new doctoral students navigate the opportunities and challenges of doctoral studies while fostering a strong sense of connection, belonging and community. Through mentorship circles, individual support, Mentor Spotlight learning events, office hours and community-building events, you will help mentees access university resources, build meaning connections, develop confidence and accountability, and navigate early milestones of the doctoral journey.

This role offers an opportunity to strengthen your leadership, mentorship, facilitation, and community-building skills while contributing to a supportive and inclusive doctoral student experience. If you are passionate about supporting fellow graduate students and helping build a thriving doctoral community, we encourage you to apply.

Primary responsibilities:

- Facilitate weekly or bi-weekly mentorship circles (typically 20-25 students per group, in-person and/or online), and foster a meaningful engagement, connection, and peer learning among mentees; with the possibility of leading more than one group.
- Hold regular office hours and individual check-ins to provide guidance, encouragement, accountability, and referral to the appropriate campus resources and services.
- Support mentees in navigating key doctoral milestones and opportunities, including comprehensive exams preparation, time management, funding resources, networking, conferences, professional development opportunities and academic planning.
- Establish and maintain effective communication channels with mentees and respond to inquiries in a timely and professional manner.

- Guide mentees in setting, monitoring, and progressing toward academic and professional development goals throughout their first year.
- Plan and facilitate engaging discussions, activities, and peer-learning opportunities that support doctoral student transition, integration, success, and belonging.
- Develop and facilitate at least one Mentorship Spotlight learning event per semester, independently or in collaboration with fellow mentors, alumni or campus partners; share experiences, practical strategies, and resources that support doctoral student success and foster peer learning.
- Support and participate in monthly Meet & Greet community-building events and other program activities; assist with promoting relevant graduate professional development training and community engagement opportunities.
- Monitor and track mentees attendance, participation, and engagement across mentorship circles, office hours, and program activities; maintain accurate records and submit regular updates, reports and required documentation in a timely manner.
- Identify and document emerging themes, common questions, challenges, and needs among mentees; share insights and feedback to support program planning, resource development, referral practices, and continuous improvement.
- Contribute to the development and sharing of resources, activities, tools and effective practices that support mentees success and strengthen the mentorship community.
- Attend required training sessions, mentor meetings, check-ins, orientation activities and program events, and contribute to program promotion, recruitment, assessment and continuous improvement efforts.

Eligibility requirements:

- Applicants must:
 - Be a PhD student in good academic standing at Concordia.
 - Have completed their comprehensive exams by July 31, 2026.
 - Be enrolled in a Concordia graduate program from August 2026 to July 2027.
 - Be available to commit an average of 5 hours per week during the time of the contract.
- Applicants should also demonstrate:
 - A strong interest and experience in mentorship, leadership, peer learning, and community building.
 - Successful experience navigating key doctoral milestones and opportunities, such as comprehensive exams, conferences, professional development opportunities, and funding applications (e.g., SSHRC, NSERC, FRQ, or other relevant funding applications).
 - Familiarity with Concordia's campus life, services, resources, and graduate student support systems.
 - Experience facilitating discussions, peer learning activities, workshops, student groups, or community-building initiatives.
 - Excellent interpersonal, communication, facilitation, and relationship-building skills.

- The ability to support students from diverse backgrounds and contribute to inclusive and welcoming environment.
- Strong organizational, time management, and problem-solving skills.
- Professionalism, accountability, and consistent communication through timely responses, proactive follow-up, regular updates, and reliable completion of assigned responsibilities.
- The ability to recognize the limitation of peer mentoring role and make appropriate referral to university services and supports when needed.
- Experience working independently and collaboratively as part of a team.
- Flexibility in schedule and work environment (in-person and online).
- Prior involvement in student leadership, mentorship, volunteer, departmental, student life or campus initiatives.
- Willingness to support additional mentorship and graduate community-building activities as required.

Application process:

Interested applicants must submit their application by email, including:

- 1. Resume.**
- 2. Cover letter.**
- 3. A copy of your most recent unofficial academic transcript.**
- 4. The name and contact information** of the faculty or staff member providing your letter of recommendation.
- 5. Mentorship and student success resource map (maximum one page):** prepare a visual or written resource map or guide outlining how you would support a first-year PhD student at Concordia, including key doctoral milestones, relevant campus resources and opportunities, common student challenges, and strategies for fostering student success and community building. *You can create this map from your own doctoral experience, disciplinary context, or a broader cross-disciplinary perspective.*
- 6. One letter of recommendation** from a Concordia faculty or staff member must be submitted directly by the referee to gradproskills-jobs@concordia.ca by the application deadline.

Interested applicants must submit the following materials by **Sunday, July 5 at 11:59 PM** to gradproskills-jobs@concordia.ca, using the **position title** as the email subject line and **combining materials 1-5 into a single PDF document**.

If you use a generative AI tool (e.g., ChatGPT) in preparing your application, please acknowledge its use in your cover letter indicating the tools and prompts used.

We thank all interested graduate students for their applications. **Only shortlisted candidates will be contacted for an interview before July 27.**

Note: Applications will only be considered complete once all required application materials and the letter of recommendation have been received. Both the application package and the recommendation letter must be submitted by the application deadline of Sunday, July 5, 2026, at 11:59 PM.