

# CONCORDIA GradProSkills

Empowering graduate students to achieve their professional and academic goals

## **Job title: Doctoral Peer Mentor**

**Application Deadline:** Sunday, July 13 at 11:59 PM

<b>Number of positions:</b>	Four (4)
<b>Contract type:</b>	Casual-Professional
<b>Contract date:</b>	August 1, 2025 – May 30, 2026
<b>Approximate hours:</b>	Approximately 5 hours per week
<b>Salary:</b>	\$30/hour

## **Position summary**

The **Doctoral Peer Mentorship Program** is a new initiative at the School of Graduate Studies designed to support the successful transition of first-year PhD students at Concordia University.

As a **Doctoral Peer Mentor**, you will serve as a resource and guide for new PhD students, helping them navigate academic life, access university resources, and build a sense of belonging. Through structured mentorship circles and office hours, you will support mentees in setting goals, developing accountability, and fostering an inclusive academic community. This role offers an opportunity to expand your leadership, mentorship, and facilitation skills while making a meaningful impact on the graduate student experience. If you're passionate about peer support and inclusive academic success, we encourage you to apply.

## **Primary responsibilities:**

- Facilitate weekly mentorship circles (typically 20-25 students per group, in-person and/or online), with the possibility of leading more than one group; track attendance and participation
- Hold weekly office hours to provide individual support for mentees
- Plan and lead engaging activities to support mentees' academic integration and professional development
- Guide mentees in setting and progressing toward academic and professional goals
- Create a welcoming, inclusive, respectful space for all mentees
- Establish and manage effective communication channels with mentees; respond promptly and professionally
- Attend all required training sessions, orientation and events
- Participate in team meetings and occasional mentor check-ins
- Support program promotion and contribute to ongoing program improvement
- Assist with basic administrative tasks related to program delivery and documentation

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## Eligibility requirements:

- Applicants must:
  - Be a PhD student in good academic standing at Concordia
  - Have completed their comprehensive exams by July 31, 2025
  - Be enrolled in a Concordia graduate program from August 2025 to May 2026
  - Be available to commit an average of 5 hours per week during the academic year
- Applicants should also demonstrate:
  - A strong interest in mentorship, leadership, and peer support
  - Familiarity with Concordia's campus life, services, and student support resources
  - Excellent communication, interpersonal, time management and organizational skills
  - Successful experience with graduate funding applications (e.g., SSHRC, NSERC, FRQ, or other relevant funding applications)
  - Prior involvement in student life or campus initiatives
  - The ability to reflect critically on their experience and support diverse student needs
  - Flexibility in schedule and work environment (in-person and online)
  - Ability to work both independently and as part of a team
  - Willingness to support other mentorship events and activities as needed

## Application process:

Interested applicants must submit the following materials by **Sunday, July 13 at 11:59 PM** to [gradproskills-jobs@concordia.ca](mailto:gradproskills-jobs@concordia.ca), using the **position title** as the email subject line:

- A **cover letter** and **CV**, merged into a single PDF file and titled *LastName\_FirstName*
- A copy of your most recent **unofficial academic transcript**
- **The name and contact information** of the faculty or staff member providing your letter of recommendation
- A **letter of recommendation** from a faculty or staff member in your department (must be sent directly by the referee to the same email address). *Note: The recommendation letter must be received by the application deadline (July 13) for your application to be considered complete.*

If you use a generative AI tool (e.g., ChatGPT) in preparing your application, please acknowledge its use in your cover letter by briefly stating the tool and how it was used.

Only shortlisted candidates will be contacted for interviews, which will take place before **July 31**.