

MENTOR LIAISON

Working as part of the executive team, the Mentor Liaison is responsible for supporting and assisting the International Student Mentors with their role by fostering an environment of mutual respect, trust and understanding.

Responsibilities

- Acts as liaison between international student mentors, executive team and International Student Support Services & Programs Office staff
- Assist in organizing and implementing mentor team building events and initiatives throughout the year
- Facilitate and foster a sense of community between mentors and develop, plan and coordinate team-building activities as required
- Develops and manages relationships with assigned mentors and their matched mentees providing an avenue of communication that fosters healthy and professional relationships
- Act as the voice of the mentors on the executive team, bringing forward any concerns, questions or considerations on their behalf
- Track mentor event attendance and disseminate accordingly
- Assist the Vice-President Internal and Vice-President External with planning, promoting, recruiting and executing planned ISMP events to mentors and mentees
- Maintain information housed on Google Docs and disseminate accordingly
- Collate agenda items for monthly ISMP mentor meetings and disseminate to ISMP executive team in preparation for the meeting
- Oversee ISMP programming recruitment and assist executive team and mentors in recruitment endeavors
- Assist in coordinating and delivering mentor training and mentor retreat
- Assist in running monthly mentor meetings and semester group meetings
- Provide positive and constructive feedback to mentors and mentees where required
- Maintain open communication with executive team, mentors and mentees
- Attend weekly ISMP executive meetings and collate agenda items for the meetings
- Assist the mentors with making meaningful connections
- Act as a role model and mentor to the mentors and groups
- Assist in recruitment efforts for the next academic year

Skills/Attributes

- Strong leadership, program planning and organization skills
- Ability to work effectively with others and as part of a team
- Flexible, proactive and self-starter
- Ability to uphold the spirit of ISMP and act in a professional and responsible manner
- Embody the role of the ISMP mentor
- Confident, fun and outgoing
- High level of commitment to the ISMP program and its outcomes

