



CAP Peer and Academic Mentor Program
CAP Peer Mentor - Position Description 2017 - 2018

Openings: 2 peer academic coaches per stream (10 in total)

Organizational Status & Mission

The CAP Peer and Academic Mentor Program provides high quality mentoring with CAP students to support and enhance their engagement in and achievement towards academic success and self-directed learning through connection to the CAP and campus community. The program aims to shape first-year students' approaches to learning and assist in the development of their plan for their UBC experience.

Volunteer Functions & Responsibilities

The CAP Peer Mentor role will focus on facilitating opportunities for CAP students to engage with each other and their learning as they navigate the university environment and academic expectations as active and self-directed learners.

The program seeks to strengthen the cohort approach to learning through biweekly group study sessions structured around the CAP streams and connected as closely as possible to course syllabi as planned and facilitated by the Peer Mentors.

On alternating weeks the CAP Peer and Academic Mentor Program will be facilitated by faculty and/or staff representing various campus resources to expose first years to the wider services available. The role of the Peer Mentors in these sessions will be to host the session and conduct the Q&A. (This responsibility will be shared amongst the Peer Mentors)

As a Peer Mentor you will:

- Provide peer academic mentoring to current CAP students in the Gateway and CAP spaces:
 - Host a biweekly one hour group session that focuses on current CAP course assignments, learning approaches, and resources in cohort settings with your stream Peer Mentor partner;
 - Help students to set an intentional and self-directed approach to student learning – at the class, program, or experience level;
 - Provide mentorship & guidance as CAP alumni and current Arts students on the resources and opportunities for students to engage in experiential learning and academic growth
 - Work closely with the stream faculty to ensure content connects to syllabi and assignments, and respond to identified needs and opportunities as identified by the stream faculty or CAP programming office
- Market the group study sessions to students through email, Stream Facebook groups, faculty, and the CAP program office
- Participate in CAP student programming such as the CAP Welcome Event, Student Conference, and Imagine Day
- Participate in the development, implementation and evaluation of the program
- Attend and participate in biweekly CAP Peer Mentor meetings from September to April
- Assist in the coordination of guest speakers

Position Term and Commitment

Time commitment will be approximately 3 – 4 hours per week during the Sept – April academic year (not during exam periods) and includes the marketing, planning, facilitating, and evaluating group study sessions as well as team meetings.

There are two types of sessions which Peer Mentors are required to participate with;

- Peer Mentoring study session with students: 12:30 – 1:30 Thursdays (biweekly)



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- Peer Mentor team meetings/ professional development workshops. Time and day to be determined when class schedules have been selected. (Biweekly – on alternating weeks Peer Mentoring study session)

Group Study Session Schedule: 2017/2018

- Term 1: September 5 – December 2 (not including holidays)
- Term 2: January 3 – April 6 (not including Reading Week or holidays)

Supervision and Advising

CAP Peer Mentors will report directly to the Student Engagement Officer (Arts) but will be closely connected to the CAP Chair and First Year Program Chair.

Qualifications

- An alumna / alumnus of one of the Coordinated Arts Program streams.
- A strong academic background (average of 75%).
- A strong ability to succeed at learning, and a demonstrated commitment to the learning, personal growth, and development of others.
- Excellent communication skills, demonstrated leadership and interpersonal skills.
- Demonstrated ability to take initiative and work independently.

Benefits

CAP Peer Mentors will have opportunities for termly professional development and training opportunities facilitated by the Centre for Student Involvement and Careers. Mentors are encouraged to suggest areas in which they would like additional training and seek opportunities that broaden and develop various areas of expertise. This position offers students the arena to develop a number of skills, and opportunities for personal and professional growth including:

- Academic coaching and academic skills;
- Verbal communication and listening skills;
- Collaborative teamwork: working with the other stream peer, faculty and staff;
- Job-related skills such as enhanced professional communication and group facilitation.
- Intercultural and social awareness.

CAP Peer Mentors will also have continued access to the Gateway space for their own studying.

Email your application to:

Olivia Jenkinson
Student Engagement Officer (Arts)
Centre for Student Involvement & Careers
olivia.jenkinson@ubc.ca
604-822-9196



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