

Position: Senior Mentor, QSuccess

Company/Organization Name: Student Experience Office

Job Type: PT paid position

Number of Positions: up to 8

Commitment: June 23, 2025-April 2026, 5 hours/week

Start Date: June 23, 2025

Wage: \$17.20/h

**Background:**

The Student Experience Office (SEO) in the Division of Student Affairs at Queen's offers programs and services to orient students to university life, to support their successful transitions into and through university, and to encourage leadership development, student engagement, and co-curricular involvement while at Queen's. Our goal is to support a holistic student experience that prepares students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations.

Reporting directly to the Peer Programs Coordinator, Senior Mentors will provide additional program support and leadership to a small team of new and/or returning Mentors.

The QSuccess Mentorship Program operates based on a team structure and, as such, Senior Mentors will have the opportunity to provide leadership to a team of incoming and returning Mentors, to exchange feedback about the mentor process, successes and challenges of their respective mentoring roles. Senior Mentors are responsible for meeting weekly with their support team and with program staff. They will also provide program support (training and administration) throughout the academic year.

**Key Duties:**

- Provide leadership and support to teams of new and/or returning Mentors
- Facilitate small team meetings with their mentor teams, exchange feedback, successes and challenges of their mentoring roles
- Engage mentors in activities meant to build connections and create a welcoming and inclusive space
- Proactively reach out to their assigned mentor teams, encourage positive progress towards goals, engage in problem-solving when difficulties arise
- Complete on-going documentation of job-related activities and other administrative tasks
- Proactively ensure that the Coordinator is kept apprised of any potential concerns and ongoing activities
- Work collaboratively with other members of the QSuccess Mentorship Program team
- Uphold the mission of the QSuccess Mentorship Program, the Student Experience Office and the Division of Student Affairs
- Operate within the limits of training and expertise using a peer-to-peer helping model
- Other duties as assigned

**Skills Required:**

The following skills and experience are essential for the role:

- Have experience working in a leadership role among peers
- Have experience providing personal support and forming helping relationships (e.g., mentoring, tutoring, or coaching)
- Demonstrated initiative and self-motivation
- Be able to set priorities to meet deadlines and possess excellent organizational skills
- Possess excellent interpersonal skills and be an active listener
- Demonstrate good decision-making and creative conflict management/problem-solving skills
- Have good oral and written communication skills
- Be knowledgeable about the University, its administrative processes, and the various programs and support services/resources that are available to students
- Ensure that interactions with students are positive, inclusive, and meet the unique transition needs of a diverse student body
- Be available for, attend, and actively participate in all QSuccess Mentorship Program trainings, meetings, and sessions.
- Act in accordance to a signed Queen's University confidentiality agreement

**Eligibility**

The Senior Mentor, QSuccess Mentorship Program must:

- Have previous experience providing 1:1 mentorship , preferably in the QSuccess Program
- Be full-time equivalent undergraduate or graduate (with at least one year's experience at Queen's) student in good academic standing
- Submit a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check within 2 weeks of beginning the work term. They will be responsible to maintain a clean CPIC and Vulnerable Sector Check for the duration of their employment in this role.

**Time Commitment**

- 10 hrs per week during the first 2 weeks (June 23-July 4 training)
- 5 hours/week onwards until end of academic year (April 2026)
- No time commitment during reading week or winter break
- This is a remote work opportunity during the summer, some in-person meetings will be required during the academic year. Flexibility to adjust to changing work environments is required.

**Remuneration:** \$17.20/hr

**Application Instructions:**

Please submit your Cover Letter and Resume in one document using [THIS APM6\(o\)11.1-0.002 Tc 27.8371002 Tc 27.83710](#)

If you have any questions, please email Gabriela Ludusan, Peer Programs Coordinator, at [gabriela.ludusan@queensu.ca](mailto:gabriela.ludusan@queensu.ca)

*We thank you for your application. Only those individuals who are selected for an interview will be contacted.*

*We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.*