

The University of the Fraser Valley Student Union Society (SUS) is a BC Not-For-Profit Society representing and serving UFV students. The SUS manages the Student Union Building and facilitates a number of services such as the UFV Campus Connector, food services, and the student health and dental plan. SUS also provides support to an active community of student clubs and associations, organizes community events, and provides wellness and developmental programming. As the official representative body of UFV students, our mission is to create a strong, unified student voice, provide services and developmental opportunities to our members, and advocate on behalf of the interests of the UFV student community.

Mentorship and Leadership Commissioner

Work Schedule: 5 - 10 hours weekly

Reporting to: Vice President External

POSITION DESCRIPTION

The Mentorship and Experiential Learning Commissioner assists the VP External to develop volunteer positions where UFV students can provide mentorship to other UFV students or to students in primary and secondary schools. These mentorship programs can take the form of building learning communities predicated on cultural backgrounds, academic disciplines, “first generation” students, or specific campus demographic groups. The Commissioner also shall assist the VP External and Executive Director in the development of mentorship and leadership development programs where specific learning outcomes would be achieved by participants.

Specific Duties

- The Commissioner shall be trained by the VPE and SUS Executive Director to train student program participants and to facilitate mentorship and leadership programs.
- The Commissioner shall be tasked by the VPE and Executive Director and provided direction about how to facilitate a mentorship program, various experiential and community service programs, and a leadership development program. This direction will include:
 - Contacting potential presenters for the leadership development program.
 - Contacting various community agencies/schools/school boards to seek permission for carrying out presentations in school by trained SUS student volunteers on a range of topics.

- Provide logistical support and oversight for these programs as directed by the VPE and Executive Director.
 - Facilitate reflection exercises.
 - Carry out various risk management measures as directed by the Executive Director.
- The Commissioner will be responsible for recruiting volunteers for the mentorship programs and community service programs and to hold training sessions for volunteers as directed by the VPE and the Executive Director
- The Commissioner shall work closely with the VPE and Executive Director to engage with community-based organizations to develop service learning opportunities that involve UFV students in programs and events where the student mentors share their experiences with primary and secondary school students and/or where they contribute to the success of programs designed to benefit members of the local community.
- The Commissioner, as directed by the VPE and Executive Director, shall be SUS's liaison with various community organizations when seeking to procure speakers/presenters for the SUS leadership program or placing SUS volunteers to provide educational programming to secondary and primary school children.
- The Commissioner shall work closely with the VPE and Executive Director to develop, execute, and administrate "reflection" exercises designed to increase the learning outcomes for volunteer mentors or participants in the leadership program.
- The Commissioner shall ensure that mentors meet with their mentees regularly during a period of six months. The Commissioner shall monitor the work being carried out by mentors and that they are meeting the expectations established in the SUS Mentor Contract and in a manner that is compliant with the values agreed to by the Mentor in the Contract.

QUALIFICATIONS AND ASSETS

- Willingness to learn and develop professional skills;
- Experience organizing and working on community service projects;
- Must work with and treat all people respectfully and equally;
- Professional work ethic, exercising of good judgement, tact, initiative, and high degree of diplomacy;
- Able to manage deadlines and plan tasks well in advance;
- Strong ability to research and analyse information;
- Superior organization and administration abilities;
- Working both independently and cooperatively as part of a team;
- Experience working in or volunteering for community organizations or organizing Community events would be an asset
- Knowledge about experiential learning, learning outcomes and/or reflection exercises would be an asset.
- Experience working both independently and cooperatively as part of a team;

- Excellent verbal and written communication.
- Competent in the use of Microsoft Word and Excel. Competency in PowerPoint, Visio, and the construction of databases an asset.

TERM OF EMPLOYMENT

Weekly schedule will be set by the VPE and will, within reason, accommodate the employee's academic schedule. This is a term contract that lasts from June 1st, 2017 to December 30, 2017 with an option to renew for an additional term from January 1 – March 30th, 2017. Applicants must be current students of UFV and take at least one course in both the Fall and Winter semesters.

SALARY

***\$10.85 per hour plus 4% vacation pay for a total wage per hour of \$11.28 per hour. On September 15, 2017, this wage will increase to \$11.35 per hour plus 4% vacation pay for a total wage per hour of \$11.80 per hour.

CLOSING DATE

***Applications will be accepted until 11:59 PM, June 25th, 2017.

APPLICATION PROCEDURE

Please send a cover letter and resume to hr@ufvsus.ca.

We thank all applicants for their interest; however, only selected candidates will be contacted for an interview.