

**JOB DESCRIPTION & CONTRACT 2023**  
**TRINITY COLLEGE E-MENTORS**

**CONTRACT PERIOD:** May 8, 2023 – September 30, 2023

**REMUNERATION:** Volunteer - It is expected that Trinity College E-Mentors will work approximately 3-4 hours a week throughout the contract period. This position is in the process of being recognized on the Co-Curricular Record.

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**POSITION SUMMARY**

Supervised by the Summer Mentorship Co-Coordinator (under the Office of the Dean of Students), Trinity College E-Mentors are upper-year Trinity College students who act as a first point of contact providing guidance and support to the incoming cohort of first-year students throughout the summer before the cohort arrives at the College. They are responsible for fostering community and encouraging relationships amongst the student body, academic community, and administration at the College. This position is in the process of being recognized on the Co-Curricular Record.

**EXPECTATIONS**

- Must be (or have been within the calendar year) registered as a Trinity College student in good standing throughout the term of the contract.
- Previous experience as a Trinity College Work Study student or Peer Advisor or Mental Health Peer Advisor or Community Advisor preferred; similar experience(s) accepted
- Provide guidance to incoming first year students about Trinity College, the Faculty of Arts & Science, and the University of Toronto, in general
- Share their experiences with incoming students while connecting and referring to resources as appropriate
- Participate in online programming and initiatives over the summer session for incoming students, in collaboration with Trinity College staff, faculty, and current student leaders
- Support a specific group of 30-40 incoming students transition to university life

**STATEMENT OF UNDERSTANDING**

Trinity College e-Mentors act as ambassadors for the College and are expected to adhere to all non-Academic Policies of the College and University of Toronto, including, but not limited to the *Trinity College Community Standards* and the *University of Toronto Code of Student Conduct*. Trinity College E-Mentors are expected to abide by the terms of their contract, and must acknowledge that they have read their job description. By submitting an application for the E-Mentors position, applicants acknowledge that the Registrar's Office will be reviewing their academic history to determine suitability for appointment to this academic mentorship position.

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Name

Signature

Date