

## Off-Campus Community Mentor Position Description 2026-2027

<b>Position Title:</b>	Off-Campus Community Mentor
<b>Department:</b>	SJU Student Affairs
<b>Reports to:</b>	Residence & Community Life Assistant
<b>Contract Period:</b>	Spring 2026, Fall 2026, Winter 2027, Spring 2027
<b>Hours:</b>	2-5 hours per week
<b>Compensation:</b>	Pending budget approval, \$550/term for up to four terms

### General Accountability

Off-Campus Community Mentors (OCCM) are accountable to the Residence and Community Life Assistant, Student Affairs, and ultimately St. Jerome's University. The Off-Campus Community Mentor team is part of the St. Jerome's Off-Campus Community – a peer-support program focused on fostering relationships, providing resources, and facilitating a sense of belonging within the St. Jerome's University community.

Off-Campus Community Mentors support the Student Affairs program's learning goals of developing self-understanding, living in community, and upholding the dignity of all.

### Nature and Scope

The St. Jerome's Off-Campus Community is a peer-support program for St. Jerome's co-registered students and former residents at SJU who do not actively live in St. Jerome's University Residence. The Off-Campus Community Mentor team is responsible for building relationships with OCC members, providing resources to help students navigate life off-campus, and facilitating programming that reflects the mission and values of St. Jerome's and Student Affairs.

An OCC Mentor facilitates exclusive, small group, bi-weekly events for up to twelve OCC members. OCC Mentors will also work together with fellow OCC Mentors to facilitate monthly community events for the OCC. Responsibilities include but are not limited to, building relationships with small groups of students, administration and logistics coordination of programming, and budget management.

### Contract Period

Off-Campus Community Mentor contracts can be offered for one or more of the following academic terms:

- Spring 2026
- Fall 2026
- Winter 2027
- Spring 2027

Regardless of the contract period, all OCC Mentors must complete the online and in-person portions of Student Affairs Leadership Training. All OCC Mentors must complete the online and in-person components of the onboarding process.

## **Roles and Responsibilities**

### **1. General**

- Collaborate with fellow OCC Mentors and Residence & Community Life Assistant to create diverse, interest-based bi-weekly and monthly programming which reflects the learning goals outlined by Student Affairs and St. Jerome's mission and vision.

### **2. Leadership**

- Mentor and build relationships with a small group of up to 12 OCC members
- Demonstrate care and concern for the well-being of students
- Demonstrate and promote enthusiasm for academics, a holistic student experience, and accessing campus resources and services
- Foster strong resourcefulness and engage in on-going learning on academic student supports, information, and resources across campus
- Refer students to campus supports and resources when appropriate
- Manage schedule to ensure academic and personal needs are balanced with the OCC Mentor role.

### **3. Community Development**

- Be a positive representation of and be committed to the goals of St. Jerome's and the University of Waterloo including but not limited to; practicing professionalism, maintaining confidentiality, acting as a role model for peers and new students, and embodying the values of St. Jerome's.
- Promote the "spirit" of and pride for St. Jerome's University and University of Waterloo to students in the Off-Campus Community.
- Facilitate bi-weekly and monthly community programming for the OCC
- Attend and contribute to regular Student Leader Group Representative meetings (CORE)

### **4. Collaboration and Communication**

- Collaborate with fellow OCC Mentors to plan monthly community programming for all OCC members.
- Effectively communicate and collaborate with others, including, but not limited to; staff members, other OCC members, campus partners, and external stakeholders.

## **Qualifications**

- Must be enrolled as a full-time undergraduate student at the University of Waterloo for the contract term.
- Demonstrated positive contribution to community at St. Jerome's University, University of Waterloo, Conrad Grebel University College, Renison University College, or United College.
- Capacity to excel independently as well as a member of a team.
- Strong desire to work in a team environment within the St. Jerome's community.

### **Conditions of Employment**

This is a part-time position, and the hours are expected to be flexible and correspond with the happenings of student life and the St. Jerome's University community.

To be considered for this role, candidates must be making satisfactory progress toward the completion of their degree. Additionally, candidates should not have serious incidents or allegations of misconduct as assessed by their Associate Dean.

Please note that minor infractions will not automatically exclude a candidate from consideration. Each candidate is assessed on an individual basis.

Following offers of employment, any behaviour that is contrary to the expected conduct of any Student Affairs staff members will result in an immediate review of your employment offer.

### **Co-op / Field Placement Information**

This is an in-person position which requires students to be present in the Waterloo region throughout their employment. Should you be enrolled in the co-operative education program or in a course requiring field placement that will take place during your employment with Student Affairs, you must make that apparent to the Residence and Community Life Assistant (RCLA). Upon successful hiring, students are expected to acquire placements within the Waterloo region or with remote availability to maintain a position within Student Affairs.

## Important Dates

Off-Campus Community Mentors are required to be present and attend all the important dates listed below for their contract period. These dates are subject to change and do not capture the entirety of the role.

### All OCC Mentors

Pre-Service Orientation and Welcome	April 8, 2026 (half day)
Online training modules (asynchronous)	Summer 2026
Administrative tasks	Summer 2026

### Spring 2026 OCC Mentors

Spring Training Day	May 2026 (1 day – TBD)
You @ Waterloo Day	May 2026 (1 day – TBD)
Arts Ready Event	July 2026 (1 day – TBD)
Ongoing professional development sessions	Once per month

### Fall 2026 OCC Mentors

Student Leader August Training (in-person)	August 24- September 4, 2026 (required to live in residence for the entirety of training)
Fall Residence Move-in	September 5, 2026
Fall Orientation Week	September 5 – 12, 2026
Fall Open House	November 2026 (1 day)
Ongoing professional development sessions	Once per month

### Winter 2026 OCC Mentors

Student Leader August Training (in-person)	August 24- September 4, 2026 (required to live in residence for the entirety of training)
Frost Week	January 2027 (first week of classes)
March Open House	March 2027 (1 day)
Ongoing professional development sessions	Once per month

### Spring 2027 OCC Mentors

Spring Training Day	May 2027 (1 day – TBD)
You @ Waterloo Day	May 2027 (1 day – TBD)
Arts Ready Event	July 2027 (1 day – TBD)
Ongoing professional development sessions	Once per month

*Please note that these dates are subject to change. If changes are required, you will be notified in a timely manner.*