



INCLUSIVE FORESTRY PEER MENTOR Full Position Description

About 2+2/3+2 Study & Social Groups

The primary objectives of this study group are to help junior 2+2/3+2 students who are new at UBC with a smooth transitioning period and provide evidence for the Faculty to develop necessary supporting services. Considering the large number of students, it is unlikely for the 2+2/3+2 program advisors to monitor the situation of each student in the program.

Alternatively, having study groups led by senior 2+2/3+2 student mentors can motivate students to share their struggles in study or life in general, equip students with better time management and problem-solving skills, and help the Faculty provide quick responses and develop supportive actions.

The study group also aims to provide our partner universities with proper advising and support for students enrolled in China, which may help hosting universities create better connections with students' parents. Due to the long distance and differences in educational system and culture, some parents may have misunderstanding when students facing certain academic or life issues at UBC.

Organizational Relationship

The Inclusive Forestry Peer Mentor (IFPM) team is a group of senior 2+2/3+2 transfer students who are interested in supporting and enhancing the study life of their peers (new incoming transfer program students), and building a sense of learning community within the Faculty of Forestry. IFPM will receive supervision and direction from the 2+2/3+2 Program Coordinator and will work very closely with other members of the Asia Forest Research Centre.

Role overview

As an Inclusive Forestry Peer Mentor, you will support the 2+2/3+2 transfer program in the Faculty of Forestry to deliver meaningful, coordinated and innovative activities to encourage student engagement and improve the 2+2/3+2 transfer students' first year experience at UBC. The format of the gathering includes regular meetings and potential outdoor activities.

Under direct supervision, responsibilities of the IFPMs include:

Regular meetings with a group of students who have been connected with you

- Throughout the first semester (September to early December)



- Bi-weekly (the IFPM can choose a group member to assist in organizing meetings and activities)
- Whether or not having meetings during the mid-term weeks can be discussed among the groups
- It is suggested to have at least two outdoor activities during the semester

Meeting activities

- At least two hours meeting, consist of 15 minutes preparation + minimum 75 minutes study + 30 minutes discussion (the structure can be tailored based on group needs)
- The preparation may include:
 - State the due date of their assignments, presentation, and other course related homework.
 - Set up weekly study goals and keep each other accountable during the process (may use UBC Assignment Calculator)
 - Review the goals highlighted in the previous meeting and check progress and completion status
- The discussion may include the following topics
 - Academic questions (Instead of solving problems, FPEM should encourage them to save and discuss the unsolved questions with their TAs/professors)
 - Current status (study + life in general)
 - Current issues (study + life in general)
- Responsibilities of the IFPM include:
 - Record the attendance of each meeting and activity
 - Record performance of each student, which could be used as reference to the 3+2 Program Coordinator
 - Share experience and tips with junior students (study + life in general)
 - Guide junior students when facing questions or problems
 - Deliver meaningful and innovative events/workshops
 - Report once per month to the 3+2 Program Coordinator (report special cases that needs extra attention or dealt with urgently at any time)
 - Report the frequently asked non-academic questions and unsolved problems to the 3+2 Program Coordinator (For very serious issues, the 3+2 Program Coordinator will need to get consent and report to the Director of Student Services, the Associate Dean, Academic and/or the Associate Dean, Asian Strategies)
 - Check if all group members have met their study goals (if not, list the potential reasons)



Skills and Qualifications

The applicants are expected to be current 2+2/3+2 students, with the completion of at least one academic year at UBC, and have:

- Good academic performance (GPA greater than 80% in the most recent academic year)
- Willingness to support and serve the 2+2/3+2 community and help others get involved and take advantage of the existing services provided in the Faculty and on campus
- Knowledge of current learning and social resources for forestry students
- Strong interpersonal skills
- Provide a warm, welcoming, and safe environment for connected group members
- Creativity, enthusiasm and commitment

Benefits

- A webpage (via UBC Asia Forest Research Centre) will be dedicated to the IFPM to provide a record for each mentor
- A potential reference letter will also be provided to support future employment opportunities
- Individual coaching on how to effectively communicate skills and experiences gained from this role towards future career goals
- Gain valuable experience in comprehensive activity planning and logistics
- Develop leadership and teamwork skills in organizing and implementing workshops and events
- Develop an extensive knowledge of UBC resources and programs and build connections on campus, within the Faculty, and with partners
- Explore group facilitation and potential one-on-one coaching skills