

Position Title: Engagement Mentor

Department: Northern Lights Institute of Trades & Technology

Reports To: NITT Vice-Principal and staff

JOB SUMMARY

The Engagement Mentor position is dedicated to facilitating the transition of students from high school to post-secondary training opportunities and the workplace. This role is foundational to the Northern Lights Institute of Trades & Technology's mandate, as it specifically involves supporting at-risk adult learners by providing sensitive coaching, discussions, and assistance in locating community resources for their well-being, while also fostering life skills development to sustain their enrollment and needs.

PRIMARY RESPONSIBILITIES

Student Transition and Mentorship:

- Help transition students from high school to post-secondary training opportunities and the workplace.
- Act as a mentor to students.
- Provide sensitive coaching/discussions to at-risk adults.
- Facilitate life skills development.

Program Promotion and Recruitment:

- Be responsible for recruitment, outreach, and promotion of NITT programming.

Student Engagement and Support:

- Engage potential students, currently enrolled students, and community partners.
- Support adult students with engagement in programming.
- Locate and connect community resources to support student well-being and success.

Administrative and Financial Management:

- Manage the registration process for students.
- Support the Collection of tuition from students or organizations.
- Directly support the NITT Vice-Principal and staff.

Student Well-being and Safety:

- Maintain the health and safety of students.

POSITION QUALIFICATIONS

Required Education and Experience

- Prior work or volunteer experience in supporting students, adults, at-risk community members, post-secondary education and the Trades.

Required Knowledge, Skills, and Abilities

- Ability to conduct recruitment, outreach, and promotional activities for educational programs.
- Strong interpersonal skills for mentoring students and engaging with parents and community partners.
- Capability to manage student registration processes and support tuition collection.
- Proficiency in supporting adult students with program engagement and providing sensitive guidance.
- Knowledge of community resources and the ability to connect students with appropriate supports for their well-being.
- Skills in fostering life skills development among students.
- Commitment to ensuring student health and safety.

Preferred Qualifications

- Graduation from Grade 12 or equivalent.
- A working knowledge of and experience with Manitoba Apprenticeship and other relevant post-secondary programs.
- An understanding of the connection between industry and the training deficits in our region.
- Valid Class 5 Driver's License.

COMPETENCIES

Organizational

- **Teamwork and Collaboration:** Demonstrates the ability to work cooperatively and effectively with colleagues, Division staff, and external parties to achieve shared goals.
- **Communication:** Communicates clearly, concisely, and professionally, both verbally and in writing, with diverse groups.
- **Adaptability:** Adjusts effectively to changing work assignments, priorities, and environmental conditions.
- **Initiative:** Demonstrates self-motivation and acts without constant supervision to complete tasks and address issues.

Role Specific

- **Student Advocacy:** Acts as a key support for at-risk adult learners, addressing their specific needs and well-being.
- **Communication and Relationship Building:** Effectively interacts with students, post-secondary institutions and community partners to promote engagement and support.
- **Operational Acumen:** Supports administrative tasks such as registration and tuition, contributing to the smooth operation of NITT.
- **Proactive Outreach:** Demonstrates initiative in recruiting and promoting NITT programs to ensure sustained enrollment.

WORK CONDITIONS**Physical Demands**

- The role requires the incumbent to be sedentary with occasional walking and standing.
- The intensity of physical effort ranges is low, with tasks often requiring more than two hours per day of screen time.

Environment

- The role involves sustained attention, active listening, and problem-solving.
- There is a minor risk of injury, harm, or illness.
- The incumbent works in a team environment but is also expected to work well independently and adjust to changing work assignments.
- The role requires dealing with and maintaining confidential information.
- The role requires emotional resilience in supporting students through academic, personal, and career challenges.