

Academic Integrity Matters Mentor

Position Type:	Student Hourly
Term:	May 1, 2025 – April 30, 2026
Time Commitment:	2-5 hours / week
Direct Supervisor:	Educator, Student Rights & Responsibilities Office
Wage:	Min wage + 10% in lieu of vacation and benefits
Location:	Abbotsford Campus

AIM Mentor Primary Function

Academic Integrity Matters (AIM) mentors are trained students who work in face-to-face and online environments to help other students understand and complete the AIM workshop sanction following an instance of academic misconduct. Using empathetic listening, problem solving, and academic skills, AIM peer mentors help students understand academic integrity, identify contributing factors to their misconduct, and develop strategies to support their academic journey.

AIM mentors have strong communication skills and an ability to help distill topics into digestible information, synthesizing key learnings from the AIM self-study course.

AIM mentors also meet with students to discuss any questions or concerns following a recent determination of academic misconduct. These meetings focus primarily on policy interpretation and UFV resource reference, with more complex questions and situations being referred to other staff of the SRRO team.

Responsibilities

Adhere to British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA) and to all UFV policies and guidelines. Other responsibilities include:

- Meeting with students following the completion of an AIM self-study course to discuss the meaning and principles of academic integrity.
- Assisting students in creating strategies and developing a plan to support the prevention of academic misconduct.
- Maintaining and updating files in a case management system.
- Providing a student perspective on AIM related programming.
- Delivering in-class information sessions on academic integrity.
- Assisting SRRO with other related activities.

Qualifications/Skills

- Excellent interpersonal and communication skills (both verbal and written)
- Demonstrated presentation skills



- Effective problem-solving skills
- Ability to handle confidential information
- Reliable, responsible, and ability to work both independently and as part of a team
- A strong understanding of UFV Policy 70 and other applicable policies
- Proficient in MS Office (particularly Teams and Outlook)

Requirements

- Current UFV student; must have completed at least four semesters prior to the start of the work term
- Good academic standing (min. 3.0 CGPA) for the duration of employment
- Completion of Level 1 ASC tutor training (can be completed with the first semester of employment)

Benefits

- Hone your communication, interpersonal, problem-solving, and presentation skills
- Make a positive impact on a student's academic journey
- Gain work experience in a professional and collaborative environment