



**VOLUNTEER POSITION  
DETAILS**

Position title	<b>MQ BUDDY</b>
Faculty / Office	<b>STUDENT LIFE</b>
Reporting to	<b>BUDDY TEAM LEADER</b> <b>BUDDY PROGRAM COORDINATOR</b>
Department / Team	<b>MACQUARIE UNIVERSITY BUDDIES</b>
Program Criteria	<ol style="list-style-type: none"><li>1. Have completed at least 1 unit of study and one Session prior to Session 2 2026</li><li>2. Plan to enrol in at least one unit for Session 2 2026 at Macquarie University</li><li>3. You will be required to undertake <b>10 hours training</b> and <b>volunteer at least 20 hours</b> during the session including Kickstart and facilitation of Buddy events</li><li>4. You must acknowledge and abide by the Student Code of Conduct in all matters, on and off Campus.</li></ol>

## 1. POSITION PURPOSE

The Buddy Program is a peer support network designed to help students transition smoothly into university life. It provides ongoing social connection and guidance through peer relationships and a range of on- and off-campus activities. Buddies also assist students settling into life at Macquarie University, Sydney, and Australia, and in navigating the various supports and services available.

Buddies are expected to be actively involved in the program for the full session, taking part in in-person events, and completing a minimum of 20 hours of activity per session. Attendance at compulsory events, including training days, is required.

## 2. HOW WILL THIS PROGRAM BENEFIT YOU?

By becoming a Buddy, you will develop transferable skills such as organisation, team collaboration, communication skills as well as cross-cultural awareness achieved by connecting with a diverse range of students. These skills will prove useful for the remainder of your time at Macquarie and throughout your career. Upon completion of the program requirements the Peer Mentor will receive:

- Certificate of Service to recognise their contribution to the Macquarie community
- Macquarie University Microcredential
- Employability Skills and Referee support for future Job Applications (within 6 months of completing the program)
- Official co-curricular recognition on [AHEGS](#)

## 3. WHAT WILL YOU NEED TO DO?

- Represent the Macquarie University Buddy Program at official Macquarie University events
- Support and actively promote events designed to connect students and build the student community
- Contribute to Kickstart including through coordinating tours and promoting the Buddy program.
- Engage with in-session events held as part of the Buddy program including both on-campus and off-campus events
- Provide feedback about the program and other university services as required
- Exercise any other duties as appropriate for the nature of this role.

## 4. WHAT WILL HELP YOU SUCCEED IN THIS VOLUNTEER ROLE?

- Effective verbal and written communication
- Willingness to help others
- Ability to relate to others and show empathy
- Ability to take initiative and feel comfortable initiating conversations with strangers
- Reliable, punctual, and accountable
- Adaptable and interested in learning new skills
- Passion for contributing to student life at MQ and improving the new student starting experience
- Interest in volunteering
- Uphold confidentiality and maintain professionalism
- Student Life will provide comprehensive training and guidance to help you succeed in your volunteer role.

## 5. ACTIVITIES AND TIMELINES

The table below is a guide of the proposed dates and activities. **These may be subject to change in response to business demands.**

ACTIVITY	DESCRIPTION	PROPOSED DATES
<b>APPLICATION DATES</b>	Online application dates.	Open: 10 April 2026 Close: 10 May 2026
<b>INTERVIEW WEEK</b>	Group Interview – Information will be sent if progressing to the next step in our recruitment process.	25 - 29 May 2026
<b>TRAINING DATES</b>	Buddies will participate in self-paced as well as in-person training to learn about their role.	13 - 17 July 2026
<b>KICKSTART</b>	Contribute to Kickstart including through coordinating tours and promoting the Buddy program.	20 - 28 July 2026
<b>DURING SESSION</b>	Engage with in-session events held as part of the Buddy program including both on-campus and off-campus events	Weeks 1 - 13