PEER LEADER (POSITION DESCRIPTION)

ROLE DESCRIPTION

Student engagement and success is at the forefront of everything we do at Macquarie. In Student Life, we know all opportunities and experiences, particularly those outside the classroom, can impact a student’s pathway to success. We want to make sure that we provide extra support to students in their first year at Macquarie and assist them in making the most of their time here at University.

The Macquarie University Peer Mentors program is a co-curricular, university-wide peer engagement program that connects new students with their peers, to enhance their experience and improve their chances of success during the transition to university. The Peer Mentors Program uses dedicated software for online engagement and mentoring called the Macquarie University Mentor Network. This online platform allows you to communicate with your allocated peer mentor via instant message and video chat, and allows you to schedule face-to-face meetings.

As a Peer Leader, you will bring expertise from your experience as a Peer Mentor and use that knowledge to guide your small Peer Mentor team and support their professional development in the program. The role of the Peer Leader is to:

1. Coach and motivate a team of diverse Peer Mentors (current students) who support new students by giving ‘just-in-time’ information that helps in their transition and adjustment to uni life.
2. Contribute to the development and facilitation of peer-led events and engagement activities throughout the study session that help new students connect and form a sense of belonging.

As a Peer Leader, you will be able to develop critical professional skills that employers are looking for in graduates such as leadership skills, event and team management, problem solving abilities and lots more!

In Session 2, 2021 the Macquarie University Peer Leaders will be required to help Peer Mentors and students transition through the following phases:

- **Training and Onboarding Phase**
  - Peer Leaders will participate in self-paced and live training to learn about their role between mid-June to July. You will also develop and deliver training for Peer Mentors which will be held between 5 - 9 July 2021.
  - Assist with onboarding programs for new students and host/present sessions during Orientation Week (Monday 19 – Friday 23 July 2021).

- **Phase 1: Formal Mentoring Relationship**
  - **Definition**: A new student selects, then will be matched with a Peer Mentor most appropriate for them via the Macquarie University Mentor Network (MUMN). This Peer Mentor will guide them through the first 7 weeks of university via regular contact including weekly messages, social gatherings and invitations to meet their peers. Peer Leaders will assist with content creation for weekly messaging and coach Peer Mentors in their regular contact with their assigned peer groups.
  - **Duration**: Weeks 1 – 7 (Monday 26 July – Friday 10 September 2021).

- **Phase 2: Community Mentoring**
  - **Definition**: Community mentoring focuses on connecting new students to the wider Macquarie community, starting with other students and Peer Mentors involved in the program. This involves open communication and sharing engaging content on MUMN via discussion posts, and as needed meetings rather than ongoing contact. Students can instant message a Peer Mentor of their choice and/or their peers, with key information, support and guidance to be provided by Peer Mentors during this time.
  - **Duration**: Weeks 8 – 13 (Monday 27 September – Friday 5 November 2021).
RESPONSIBILITIES

Peer Leaders are expected to:

• Represent the Macquarie University Peer Mentors Program at official Macquarie University events
• Contribute to the development of engaging peer initiatives such as events, workshops, networking sessions, training and upskilling sessions throughout the session
• Assist the Mentors Team with developing and delivering the Peer Mentoring training
• Contribute to the development and facilitate interactive face-to-face and online workshops and events for students, with a focus on the orientation and transition periods (first seven weeks of session)
• Assist the Mentors Team to develop and deliver a schedule of events and professional development opportunities for Peer Mentors
• Provide feedback about the program and other university services as required.

QUALIFICATION CRITERIA AND SKILLS REQUIRED

To qualify to be a Peer Leader:

• You must be a current Macquarie University Peer Mentor for Session 1, 2021 or previously have been a Peer Mentor for at least 1 full session
• You must also plan to enrol for at least one unit in Session 2, 2021 at Macquarie University.

Skills required

- Effective verbal and written communication
- Ability to present to large audiences online and face-to-face
- Ability to work as part of team
- Ability to facilitate small group sessions online and face-to-face
- Strong organisational skills and time management
- Ability to think creatively, proactively and generate new ideas
- Uphold confidentiality and maintain professionalism

Personal attributes

- Enjoy multitasking and projects/events
- Reliable, punctual and deadline driven
- Positive attitude and inspires others
- Solution orientated and able to set goals, with the initiative to achieve them
- Passion for creating an energetic, enthusiastic and vibrant environment
- Interest in volunteering and helping others in the community

COMMITMENT AND PROGRAM REQUIREMENTS

Peer Leaders commit for one session (as defined from June–November 2021) and will be required to complete approximately 80 hours of training and service. Half of these hours will be for Peer Leader training, which will be held for two days between Monday 28 June - Friday 2 July 2021 and Peer Mentor Training which will be held for two days between Monday 5 - Friday 9 July 2021. The remaining hours of service will be split across the study session weeks from July to November 2021 and will include:

• Managing and coaching a team of Peer Mentors including training and maintaining contact/engagement in both formal and community mentoring phases.
• Facilitating and active participation in peer-led events and professional development opportunities.
• Provide regular feedback to the Mentors Team about the program, and the progress of their Peer Mentors groups as required.
Upon completion of the program requirements the Peer Leader will receive:

- Certificate of Service to recognise their contribution to Macquarie community
- LinkedIn endorsement from the Program Manager
- Official co-curricular recognition on AHEGS
- 40 points towards Global Leadership Program (GLP)

MORE INFORMATION

The Mentors Team will provide comprehensive training and guidance to help you succeed in your volunteer role. If you have any urgent questions or concerns, please contact the Program Officer (Mentors) at mentors@mq.edu.au