



## PEER LEADER (POSITION DESCRIPTION)

### ROLE DESCRIPTION

Student engagement and success is at the forefront of everything we do at Macquarie as 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 session 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 support program that connects new students with current students, to enhance their experience and improve their chances of success during the transition to university. 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 assist with their development in the program. The role of the Peer Leader is to:

1. Coach and motivate a team of diverse Peer Mentors who support new students by providing 'just-in-time' information that helps in their transition and adjustment to university 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 more!

In Session 1, 2022 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 December 2021 and January 2022, and will develop and facilitate training for Peer Mentors in February 2022.
  - Assist with onboarding programs for new students and host/present sessions during Orientation Week (Monday 14 February 2022 – Friday 18 February 2022).
- **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 21 February – Friday 8 April 2022).
- **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 or engaging events rather than weekly 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 25 April – Friday 3 June 2022).

## 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
- Assist the Student Engagement Team with developing and facilitating the Peer Mentoring training session
- Contribute to the development of, and facilitate, interactive face-to-face and online workshops and events for students, with a particular focus on the orientation and transition periods (first seven weeks of session)
- Assist the Student Engagement Team to develop and facilitate 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 2, 2021 or previously have been a Peer Mentor for at least one full session
- You must also plan to enrol for at least one unit in Session 1, 2022 at Macquarie University.

<b>Skills required</b>	<ul style="list-style-type: none"><li>• Effective verbal and written communication</li><li>• Ability to present to large audiences online and face-to-face</li><li>• Ability to work as part of team</li><li>• Ability to facilitate small group sessions online and face-to-face</li><li>• Strong organisational skills and time management</li><li>• Ability to think creatively, proactively and generate new ideas</li><li>• Uphold confidentiality and maintain professionalism</li></ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Enjoy multitasking and projects/events</li><li>• Reliable, punctual and deadline driven</li><li>• Positive attitude and inspires others</li><li>• Solution-orientated and able to set goals, with the initiative to achieve them</li><li>• Passion for creating an energetic, enthusiastic and vibrant environment</li><li>• Interest in volunteering and helping others in the community</li></ul>

## COMMITMENT AND PROGRAM REQUIREMENTS

Peer Leaders commit for one session (as defined from December 2021 – June 2022) 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 up to 2 days in late December 2021 or January 2022, and Peer Mentor Training which will be held for up to 2 days in mid-February, usually before Orientation Week. The remaining hours of service will be split across the study session weeks from February to June 2022 and will include:

- Managing and coaching a team of Peer Mentors including training and maintaining contact/engagement in both formal and community mentoring phases
- Support and facilitation of activities and events as part of Orientation Week
- Facilitating and actively participating in peer-led events and professional development opportunities
- Providing 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 Macquarie University staff
- Official co-curricular recognition on [AHEGS](#)
- 40 points towards [Global Leadership Program \(GLP\)](#)

## **MORE INFORMATION**

Due to the uncertain situation created by COVID-19, some events, including training days and Orientation Week events, are not guaranteed to be held on campus. Additionally, some dates as indicated in this position description may be subject to change due to these circumstances. Should this occur, the Mentors Team will keep you informed via regular communication to your student email address during the recruitment phase, and via the MUMN platform and virtual catch-up sessions during your program service.

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 us at [mentors@mq.edu.au](mailto:mentors@mq.edu.au)