



1. POSITION DETAILS

Position title	PEER MENTOR
Faculty / Office	STUDENT ENGAGEMENT, INCLUSION AND BELONGING
Reporting to	PEER LEADER STUDENT PROGRAM OFFICER
Department / Team	MACQUARIE UNIVERSITY PEER MENTORS
Special considerations	<ol style="list-style-type: none">1. Have completed at least one session/term of study at Macquarie University before Session 2, 20242. Plan to enrol in at least one unit for Session 2, 2024 at Macquarie University3. You will be required to volunteer approximately 40 hours over the session to attend training, Kickstart and social events.4. You must acknowledge consent and the student code of conduct as part of the program application form.

2. POSITION PURPOSE

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 Mentor, you provide 'just-in-time' information and 'insider advice' to help 1st year students to navigate their new learning environment, systems, services, and support networks here at Macquarie.

3. HOW WILL THIS PROGRAM BENEFIT YOU?

By becoming a Peer Mentor, you will develop transferable skills such as organisational, leadership, and communication skills as well as develop cross-cultural awareness by connecting with a diverse range of students, fellow Peer Mentors and Peer Leaders. 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
- Official co-curricular recognition on [AHEGS](#)
- 20 points awarded towards the Global Leadership Program (GLP)

4. WHAT WILL YOU NEED TO DO?

- Represent the Macquarie University Peer Mentors program at official Macquarie University events
- Facilitate individual (1:1) and small group discussions, meetings, and activities between students
- Attend, support and actively promote events designed to connect students and build the MQ student community
- Support and advise mentees for the duration of the program, both online and face-to-face (as required)

- Support mentees on how to navigate the University learning environment and refer to appropriate support, services, and facilities as necessary
- Conduct university campus tours
- Support mentees in finding their way around campus during the first weeks

5. WHAT SKILLS DO YOU NEED?

- Effective verbal and written communication
- Willingness to help others
- Ability to relate to others and show empathy
- Good organisational and time management skills
- Ability to take initiative and feel comfortable initiating conversations with strangers
- Reliable, punctual, and accountable
- Adaptable and like to learn new skills
- Passion for contributing to student life at MQ and improving the new student starting experience
- Interest in volunteering

6. ACTIVITIES AND TIMELINES

The below table is a guide of the proposed dates and activities. These may be subject to change due to different circumstances.

ACTIVITY	DESCRIPTION	PROPOSED DATES
APPLICATION DATES	You can apply to become a Peer Mentor – online application	Close: 5/5/24
INTERVIEW WEEK	Group Interview – Information will be sent if successful in progressing to the next step in our recruitment process	Week 10: 8/5/24 - 14/5/24
TRAINING DATES	Peer Mentors will participate in self-paced as well as live training to learn about their role.	2/7/2024 - 3/7/2024
KICKSTART AND FIRST HALF OF ACADEMIC CALENDAR	Active involvement and support of the onboarding programs and events for new students during Kickstart. Assisting with events during the first weeks, such as campus tours and find your way activities.	Kickstart: 15/7/2024 - 23/7/2024
FORMAL MENTORING RELATIONSHIP	A new student will be matched with a Peer Mentor via the dedicated software platform that we use for online engagement. Once matched, the Peer Mentor will be responsible for guiding new student via regular contact including weekly messages, social gatherings, and invitations to meet their peers.	First 7 weeks of Academic Calendar
Community Mentoring	Community mentoring focuses on connecting new students to the wider	Week 8-12

Macquarie community, starting with other students and Peer Mentors involved in the program. This involves open communication and sharing engaging content via discussion posts or engaging. Peer Mentor provides key information, support and guidance to Mentees.

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.