PEER MENTOR (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 will allow you to communicate with your assigned mentees via instant message and video chat, and allows you to schedule face-to-face meetings and set goals for your relationship.

As a Peer Mentor, not only will you get to help students through the challenging process of their first session at Macquarie, but you will also gain invaluable employability skills and meet new people. By becoming a Peer Mentor, you will develop transferable skills such as organisational skills, leadership skills, communication skills and the development of cultural awareness through meeting with a diverse range of students, fellow Peer Mentors and Peer Leaders. These skills will prove useful for the remainder of your time at university and increase your employability in the future.

A mentor is an experienced and supportive role model and as a Peer Mentor, you will be a friendly face to new students in their first session, supporting them in their transition and adjustment to Macquarie by:

1. Providing ‘just-in-time’ information and ‘insider-advice’ to help them navigate their new learning environment, systems, services and support networks here at Macquarie
2. Building a sense of belonging and connection to the Macquarie community by facilitating introductions and opportunities to experience university life through events, networking and social activities.

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

- **Training and Onboarding Phase**
  - Peer Mentors will participate in self-paced and live training to learn about their role in mid-June to mid-July. Your Peer Mentor training will be held between 5 – 9 July 2021.
  - Active involvement in the onboarding programs for new students 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.
  - **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).

Please note that as a Peer Mentor you will not be expected to provide counselling, academic or financial advice. This program is designed to provide guidance and support to students at the beginning of their journey at Macquarie University, and is a non-academic mentoring program.
RESPONSIBILITIES

Peer Mentors are expected to:

- Represent the Macquarie University Peer Mentors program at official Macquarie University events
- Facilitate individual (1:1) and small group discussions/meetings/activities between students
- Attend, support and actively promote events designed to connect students and build the MQ student community, with a particular focus on orientation and transition periods (first seven weeks of session)
- 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 and library tours
- Support mentees in finding their way around Sydney (if they are rural/regional or international students)
- Provide feedback about the program and other university services as required.

QUALIFICATION CRITERIA AND SKILLS REQUIRED

To qualify to be a Peer Mentor:

- You must have completed at least one session of study at Macquarie University
- 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
- Willingness to help others
- Ability to relate to others and show empathy
- Good organisational and time management skills
- Ability to take initiative and comfortable talking to strangers
- Good cultural awareness and understanding of interpersonal differences

Personal attributes

- Reliable, punctual and accountable
- Adaptable and like to learn new skills
- Positive outlook and enjoy helping others
- Passion for contributing to student life at MQ and improving the new student starting experience
- Interest in volunteering

COMMITMENT AND PROGRAM REQUIREMENTS

Peer Mentors commit for one session (as defined from July – November 2021) and will be required to complete approximately 40 hours of training and service. Half of these hours will be for training, which will be held for two days between Monday 5 - Friday 9 July. The remaining hours of service will be split across the study session weeks from July to November 2021 and will include:

- Regular, proactive and responsive contact with mentees in both formal and the community mentoring phases
- Active support and participation in peer-led events and professional development opportunities
- Contribute to the continuous improvement of the program, and regular interaction with Peer Leaders, as required by the Mentors Team.

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 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