



1. POSITION DETAILS

Position title	PEER LEADER
Faculty / Office	STUDENT ENGAGEMENT, INCLUSION AND BELONGING
Reporting to	MENTOR TEAM
Department / Team	MACQUARIE UNIVERSITY PEER MENTORS, FIRST YEAR ENGAGEMENT & PEER PROGRAMS
Special considerations	<ol style="list-style-type: none">1. Have completed the Peer Mentor Program as a Peer Mentor before Session 1 20252. Plan to enrol in at least one unit for Session 1 2025 at Macquarie University3. You will be required to volunteer approximately 80 hours over the session, attend training, Kickstart and social engagement 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 Leader, you support a small group of Peer Mentors who provide new 1st year students with the tools 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 Leader, you will develop transferable skills such as organisational, leadership, and communication skills and the ability to facilitate Mentor and Mentee interactions. 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. 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 Leader will receive:

- Certificate of Service to recognise their contribution to the Macquarie community
- Official co-curricular recognition on [AHEGS](#)
- 40 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
- 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.

5. WHAT SKILLS DO YOU NEED?

- 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
- 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

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 Leader – online application.	Close: 4/10/24
INTERVIEW WEEK	One-on-one interview – Information will be sent if successful in progressing to the next step in our recruitment process	Week 11: 14/10/2024 - 18/10/2024
TRAINING DATES	Peer Leaders will participate in self-paced as well as live training to learn about their role.	TBC
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: 17/2/25 - 21/2/25
FORMAL LEADER/MENTOR RELATIONSHIP	A Mentor will be matched with a Peer Leader. Once matched, the Peer Leader will be responsible for guiding their small group of Mentors via regular contact, weekly messages and social gatherings. Peer Leaders	Week 1 - 7
Community Mentoring	Community Mentoring focuses on connecting new students to the wider	Week 8 - 12

Macquarie community, other students and Peer Mentors involved in the program. Peer Leaders to initiate open communication and share engaging content via discussion posts, prompting community discussion.

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.