PEER MENTOR (POSITION DESCRIPTION)

PROGRAM OVERVIEW

The Student Engagement team is responsible for the organisation and delivery of a series of events, programs and opportunities to drive student belonging and success at Macquarie University. Peer support and engagement is an integral part of student experience and success.

The Macquarie University Peer Mentors program is designed to drive peer engagement on a university wide level and connect peers to peers to enhance experience and improve success during transition period to university.

The program’s primary focus is to help commencing students to adjust to university life and their new learning environment. Peer Mentors are the heart of the program and are a valuable part of our volunteering community. Their role is to help new students in their first session to navigate the new learning environment, build connections and engage in the services and opportunities Macquarie has to offer.

In Session 2, 2020 the Macquarie University Peer Mentors will be required to help students transition through the following steps:

- **Step 1**: Pre-orientation (before uni starts)
- **Step 2**: During Week-0 (20 – 24 July)
- **Step 3**: Ongoing support and mentee engagement throughout the study session (weeks 1-13).

BENEFITS OF BECOMING A PEER MENTOR

Through the Peer Mentor volunteer role, you’ll develop the following employability skills:

- Leading others
- Presentation skills
- Problem-solving abilities
- Effectively working in a team
- Communicating effectively with people from a diverse range of backgrounds

To support the Peer Mentor’s development the Macquarie University Peer Mentors Program will provide:

- Comprehensive induction training, with a focus on mentoring
- Strengthening of communication skills, particularly in the online environment
- Deep working knowledge of university services and supports, and how to appropriately refer students to these services
- Facilitate student community events and programs
- Access to exclusive networking and professional development opportunities
- Meet new people, make friends and network with Macquarie and industry professionals
- Help new students transition to Macquarie and become part of our community
- Ongoing coaching and training opportunities
QUALIFICATION CRITERIA AND SKILLS REQUIRED

To apply to be a Peer Mentor:

- You must have completed at least one session of study and be enrolled (or planning to enrol) for at least one unit in the following session.

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<th>Required Skills</th>
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<tr>
<td>• Effective verbal and written communication</td>
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<td>• Willingness to help others</td>
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<td>• Ability to relate to others</td>
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<td>• Strong organisational and time management skills</td>
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<td>• Ability to take initiative</td>
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<td>• Cultural Awareness</td>
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<tr>
<th>Personal Attributes</th>
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<tr>
<td>• Reliable, punctual and deadline driven</td>
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<td>• Accountable</td>
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<td>• Adaptable</td>
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<td>• Solution orientated</td>
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<td>• Ability to show empathy</td>
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<td>• Passion for creating an energetic, enthusiastic and vibrant environment</td>
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RESPONSIBILITIES

Peer Mentors are required to:

- Represent the Macquarie University Peer Mentors program at official Macquarie University events
- Facilitate and lead individual and group discussions between students
- Attend, support and actively promote events designed to connect all commencing students
- Support and advise mentees for one session, both online and face-to-face (when available)
- Set goals with mentees and help achieve them by guiding them through onboarding milestones/goals
- Support mentees in finding their way around Sydney if they are regional or international students
- Support mentees on how to navigate the University learning environment
- Create connections and community within the Macquarie student community
- Refer mentees to appropriate support, services and facilities as necessary
- Conduct university campus tours and library tours (if applicable)
- Provide feedback about the program and other university services as required
- Be a positive role model at all times

COMMITMENT AND PROGRAM REQUIREMENTS

Peer Mentors commit for one session and will be required to complete at least 40 hours of service and training. These hours will be split across the study session weeks from June to November 2020. These hours include the following:

- Regular and ongoing contact with mentees in both individual, and group sessions
- Active participation in peer-led engagement activities
- 20 hours of training and other tasks (such as feedback and evaluation of your Peer Leader).

Peer Mentors are required to regularly engage with and participate in the program. If at any time a Peer Mentor is found not meeting these time commitments, the Mentors Team staff may offer alternatives for completing hours equivalent (where possible) to the time missed, or the Peer Mentor may be removed from the program if it is in the best interest for the program.
Upon completion of these requirements the Peer Mentor will be awarded with:

- Peer Mentoring Service of Certificate to recognise their contribution to the Macquarie community
- Official co-curricular recognition on AHEGS
- 20 points awarded towards Global Leadership Program (GLP)

**QUESTIONS ABOUT THE ROLE?**

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