ROLE OVERVIEW

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 – will impact a student’s pathway to success. The Macquarie University Peer Mentors program is a co-curricular experiential university-wide peer engagement program that connects new students with their peers, to enhance their starting 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, where mentors and mentees can connect in a variety of ways for several mentoring programs at Macquarie.

The role of the Peer Leader is to:

1. Coach and motivate a team of diverse Peer Mentors (current students) who support new students by giving just-in-time information that helps in their transition and adjustment to uni 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.

In Session 1, 2021 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 and develop/facilitate training for Peer Mentors in mid-January to mid-February
  - Assist with onboarding programs for new students and host/present sessions during Orientation Week (15th February 2021 – 19th February 2021)

- **Phase 1: Formal Mentoring Relationship**
  - **Definition:** A new student selects - and 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 6 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 – 6 (Monday 22 February – Friday 2 April 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 7 – 13 (Monday 19 April – Friday 4 June 2021).

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
- Contribute to the development and facilitate interactive face-to-face and online workshops and events for students, with a particular focus on the orientation and transition periods (first six 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, 2020 or previously have been a Mentor or Buddy for at least 1 full session.
- You must also plan to enrol for at least one unit in Session 1, 2021 at Macquarie University.

Skills required

- 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

Personal attributes

- 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

COMMITMENT AND PROGRAM REQUIREMENTS

Peer Leaders commit for one session (as defined from January – June 2021) and will be required to complete approximately 80 hours of training and service. Half of these hours will be for training, which will be held from mid-January to February. The remaining hours of service will be split across the study session weeks from February to June 2021 and will include:

- Managing and coaching a team of Peer Mentors including training and maintaining contact/engagement in both formal and community mentoring phases
- Facilitating and active participation in peer-led events and professional development opportunities
- Provide 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 the program manager
- Official co-curricular recognition on AHEGS
- 40 points 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