



# FACULTY OF SCIENCES VOLUNTEER PROGRAM

## Student Peer Mentor Position Description

**Position Title:** Student Peer Mentor

**University Area:** Faculty of Sciences

### **Description and purpose of the job:**

The Faculty of Sciences has established a student volunteering program to encourage student involvement within the Faculty of Sciences. Part of this program provides selected current Science students with the opportunity to volunteer in Faculty run mentoring and engagement initiatives, including the Peer Mentoring Program.

By participating in this program volunteers will:

- Share their experience and advice with new and current students to promote and raise awareness about the opportunities available for students studying Science at the University of Adelaide;
- Work with current students to encourage, motivate and inspire them to continue and successfully complete their studies;
- Provide new students with an insight into university life, student services, support and study based on their own experiences; and
- Assist the Faculty of Sciences in providing networking and career readiness activities to current students.

### **Responsibilities:**

- Provide assistance to the Learning and Teaching Team to deliver transition and engagement programs and activities;
- Foster a sense of community within the Faculty of Sciences; and
- Create greater awareness of faculty specific and university wide support services available to science students.

### **Specific duties to be undertaken:**

Specific duties will be dependent on the volunteering position you are involved in may include:

- Peer Mentoring Program:
  - Organising small group mentoring sessions;
  - Sending emails to new students;
  - Contributing to the Faculty's social media;

- Providing relevant information to new students to assist them transition into university life; and
- Assist with Faculty run orientation activities.

**Eligibility to be a Peer Mentor:**

- All volunteers must be enrolled in a Faculty of Sciences Program (students enrolled in a double degree e.g. B. Science/Teaching are eligible to apply), and have completed at least one Semester of study;
- Minimum GPA of at least 4 to be a Peer Mentor;
- Well-developed communication and teamwork skills; and
- Ability to relate to diverse groups of people from various socioeconomic and cultural backgrounds.

**Training Provided:**

Students will be required to attend training sessions and meetings scheduled by the Faculty of Sciences and the Senior Peer Mentor Team.

**Personal attributes required:**

Successful applicants should demonstrate the following attributes and personal qualities:

- Friendliness and approachability;
- Initiative;
- Punctuality;
- Enthusiasm;
- Leadership;
- Teamwork;
- Tolerance, respect for different opinions, and sensitivity to different cultures;
- Trustworthiness; and
- Confidentiality.

**Timeframe and/or attendance requirements:**

It is expected that the Student Engagement Mentor will:

- Commit to the program for one Semester at a minimum;
- Wear appropriate dress - neat and casual or corporate attire and name tags where required;
- Arrive at the required venue on time;
- Have a clear understanding of their responsibilities and come prepared to events/activities; and
- Provide a follow-up as required (eg submit attendance sheets).

**Location of work:**

On campus (primarily North Terrace but could include Waite & Roseworthy)

**Travel involved:**

There may be some travel involved. Where there is, the student volunteer will be offered transport to and from venue or cab charges to compensate.

**Supervision (to whom do volunteers report):**

Student Engagement Mentors should report all their queries and concerns to the Learning and Teaching Support Officer, Faculty of Sciences.

**Special requirements – police check, health check, drivers' licence:**

N/A

**Benefits to the volunteer:**

- Build relationships and expand networks with fellow students and academics;
- Develop a variety of transferable professional and personal skills that will increase their employability and enhance their resume;
- Boost their career readiness in a variety of areas including leadership, communication, administration, social media, customer service, research and critical thinking;
- Connect and become involved with student science clubs such as Adelaide University Science Association (AUScA) and the Science Network; and
- Be acknowledged by the University of Adelaide and receive a Certificate of Recognition from the Executive Dean of Sciences.

**How to apply?**

Should the volunteer position of Student Engagement Mentor interest you please complete the [online application form](#).

For further information please contact:

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Please note there will be a short interview required to be undertaken for this position.

*Last updated 7/08/18*