

# IT PEER MENTORING

## MENTOR POSITION DESCRIPTION

**Position Title:** Peer Mentor

**Role type:** Volunteer

**Date:** February 2022 - July 2022

### POSITION PURPOSE

Peer Mentors will mentor commencing Monash University undergraduate students to support their transition to the Faculty and Monash University, and help them succeed in higher education. Mentors will support their mentees to build professional connections and social networks within the university, encouraging them to participate in a full range of co-curricular and enhancement activities. Mentors will also foster resilience by supporting mentees to find the resources they need and to seek help when required.

### KEY RESPONSIBILITIES

- Provide ongoing mentoring support to a small group of commencing students through a series of face-to-face and/or online interactions through the mentoring platform.
- Use personal university experience to provide guidance to mentees and refer mentees to further support services when required.
- Utilise an online mentoring platform to ensure mentees are provided with support and reminders at relevant times across the year.
- Attend faculty peer mentoring events and provide support where required.
- Complete program evaluation surveys as required.
- Represent the Faculty at faculty- and university-level events
- Be a positive representation of Monash University at all times.

### MENTOR SKILL SET

Mentors will develop the following skills in this role:

- Leadership
- Mentoring
- Communication
- Problem Identification and Solutions
- Intercultural Competence
- Planning and Organisation

### ROLE REQUIREMENTS

- Hold a current Working with Children Check

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## VOLUNTEER COMMITMENT

- Be responsible for supporting between 5 – 10 commencing students through face-to-face and online interactions.
- Be able to commit to at least 20 hours of volunteering throughout the semester.

## RECOGNITION

Mentors will:

- Receive a digital certificate of completion of the program.
- Receive a co-curriculum unit on their Australian Higher Education Graduation Statement to demonstrate their participation in the program.
- Have 'Faculty Peer Mentor' added as an activity to their Student Futures account and be supported to articulate the skills and competencies developed through the program in a professional context (e.g. via LinkedIn).
- Be invited to attend a range of further professional development and networking events across the duration of the program and encouraged to participate in programs where they can be mentored by alumni and industry professionals.

## LEGAL COMPLIANCE

Mentors must ensure they are aware of and adhere to legislation and University policies relevant to the duties undertaken, including:

- [Peer Mentoring Code of Conduct](#)
- [Monash University Student Charter](#)
- [Child Safe Standards Framework](#)