

# EDUCATION PEER MENTORING

## SENIOR MENTOR POSITION DESCRIPTION

**Position Title:** Senior Peer Mentor (Marketing)

**Role type:** Volunteer

**Date:** February 2022 - July 2022

### POSITION PURPOSE

Senior Peer Mentors will work closely with the Faculty and Deputy Vice-Chancellor Education Portfolio staff in supporting commencing mentors as they transition to their new roles.

Senior mentors will support commencing mentors and foster resilience by supporting mentors to find the resources they need and to seek help when required. Senior mentors will not be responsible for mentoring any commencing new students, instead they will function at a 'mentor to the mentors.' Given this, previous experience in a mentoring role is essential.

### KEY RESPONSIBILITIES

- Play a key role in assisting commencing mentors succeed in their roles
- Drive engagement in the mentoring program by assisting with the organisation, running and evaluation of events
- Actively contributing to and moderating social media engagement.
- Be an active participant, engage and check-in with mentors to make sure they are well supported
- Assist in the running of mentor development and check in sessions throughout the program with the aim of further developing mentoring skills.
- Meet regularly and collaborate with the peer mentoring coordinator or project officer to discuss program administration
- This role will also involve assisting with Marketing for the Education Peer Mentoring program. This involves the following responsibilities
  - Assist with Mentor Training
  - Liaise with the Faculty of Education Marketing Team
  - Assist with social media posts
  - Communicate with the Peninsula Team

### SENIOR MENTOR SKILL SET

Senior Mentors will develop the following skills in this role:

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

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## ROLE REQUIREMENTS

- Hold a current Working with Children Check

## VOLUNTEER COMMITMENT

- Be responsible for supporting between 5-20 mentors in their role. This includes checking in and ensuring they are supported in completing their sessions and reporting this on the Senior Mentor Tracking sheet
- Complete mentor induction training
- Minimum 24 hours across the duration of the semester
- Attend semester 1 Orientation week
- Where possible, attend additional faculty social events

## 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](#)