

FACULTY OF ENGINEERING PEER MENTORING

MENTOR POSITION DESCRIPTION

Position Title: Friends and Mentors in Engineering (FaME) Mentor

Role type: Volunteer

Date: February 2022 - July 2022

POSITION PURPOSE

Friends and Mentors in Engineering (FaME) is a group mentoring program that seeks to ease the transition to university, helping first year engineering students make genuine friendships and providing avenues of support throughout the year. Run by the Monash Engineering Student Society (MESS), this program aims to be the first step to a fantastic time at university.

First years will be divided into 'families', each with two mentors assigned to them. They will serve as a guiding hand throughout the year. Meetups and activities with individual groups will be organised by mentors and there will also be events where the whole program gets together.

Mentors will support their mentees to build professional connections and social networks within the university, encourage them to participate in a full range of co-curricular and enhancement activities, and 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

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VOLUNTEER COMMITMENT

- Be responsible for supporting between 5 – 10 commencing students through face-to-face and online interactions.
- Be present at all FaME key events (2-3 events per semester)
- 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](#)

