

Access Monash Mentoring

ACCESS MONASH MENTOR LEADER

DEPARTMENT/UNIT	Access, Inclusion and Success (Outreach)
FACULTY/DIVISION	Portfolio of the Deputy Vice-Chancellor (Student Experience)
CLASSIFICATION	HEW Level 3 (Casual Professional)
DESIGNATED CAMPUS OR LOCATION	Monash University campuses (Clayton, Caulfield, Parkville, Peninsula)

OVERVIEW

Access Monash Mentor Leaders are undergraduate or graduate Monash students with demonstrated leadership skills, experience as an Access Monash Mentor and a commitment to helping others. Mentor Leaders will support Access Monash Mentors in their role to successfully deliver activities and programs.

Mentor Leaders will support Access Monash staff to deliver training for Access Monash Mentors and workshops in partner schools. They will seek and share insights from Access Monash Mentors, contributing the student voice to continuous quality improvement processes. Mentors Leaders are positive role models to Mentors and secondary school students, creating an inclusive and supportive atmosphere at events and activities.

RESPONSIBILITIES AND TASKS

- Attend training relevant to the role
- Provide ongoing mentoring support to school students, through a series of online and/or face-to-face interactions, aligned to pathways and transition from school to higher education
- Deliver Access Monash programs and activities including school workshops, campus tours, Q&A panels, administrative tasks and University events
- Help organise and lead Community Connections activities, workshops and social events
- Maintain accurate attendance and participation records, review mentoring connections and escalating issues of concern
- Moderate online forums and provide ongoing support to a small group of Access Monash Mentors through a regular online chat group
- Communicate regularly with Access Monash, including raising any concerns or challenges in a timely manner
- Review education content and provide feedback to Access Monash staff to develop dynamic and engaging activities

- Complete administrative tasks including Access Monash Mentor newsletter, development of program resources and data collation
- Travel independently to schools/Monash campuses to conduct activities (please note, travel time/costs are not covered by Access Monash)
- Represent the values of the University and adhere to University policies relevant to the responsibilities and tasks undertaken
- Other duties as directed from time to time.

ELIGIBILITY

The appointee will:

- Be a current Monash University student, with a positive academic record, and intend to remain a Monash University student for the duration of the calendar year
- Have completed at least 12 months of service with Access Monash within the last 2 years prior to application, with a demonstrated commitment to mentoring and experience participating in Access Monash events
- Have knowledge of Access Monash partner schools and their wider communities
- Demonstrated experience in a leadership role and/or other community involvement, including ability to coordinate and encourage cooperation and individual responsibility amongst young people
- Demonstrated organisational skills, ability to manage time and meet deadlines and attention to detail and accuracy
- Sound skills in communication, workshop facilitation and/or experience in public speaking. Strong interpersonal skills and ability to liaise positively with colleagues and ability to interact with a diverse range of people.

ROLE REQUIREMENTS

- A current volunteer Working With Children Check, or be willing to obtain one
- **Volunteers** with mentees from Tasmania will be required to undertake additional training and obtain Registration to Work with Vulnerable People.

RECOGNITION

Access Monash Mentor Leaders will:

- Receive a certificate of completion of the program in My eQuals
- Receive a co-curriculum unit on their Australian Higher Education Graduation Statement (AHEGS) to demonstrate their participation in the program
- Have 'Access Monash Mentor Leader' 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 participate in a range of opportunities that may include professional development and networking events.

LEGAL COMPLIANCE

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

- [Access Monash Mentor Code of Conduct](#)
- [Monash University Student Charter](#)

- [Monash University Child Safe Standards Framework](#)
- [Monash University Child Safe Standards Code of Conduct](#)