

# FACULTY OF LAW PEER MENTORING

## MENTOR POSITION DESCRIPTION

**Position Title:** LSS Deputy Coordinator

**Role type:** Volunteer

**Date:** November 2021 - October 2022

***This program is delivered in collaboration with Monash Law Students' Society (LSS) and Mentoring at Monash.***

## POSITION PURPOSE

The Law Peer Mentor Program has long been responsible for facilitating the successful and efficient transition of first year students into Monash Law School. Founded on the importance of fostering positive social relationships within Monash Law, creating support systems for first year students and promoting our faculty as an engaging and encouraging space for newcomers, the program prides itself on the contributions of our student mentors.

Our deputy coordinators are responsible for assisting the Peer Mentor Coordinator with the oversight and management of mentor groups, mentor-mentee relations as well as the various social events headed by the program. In 2022, six Deputy Coordinators will be selected to assist with the operation of the program.

Deputy coordinators should be diligent, enthusiastic and organised. They should be committed to the program and have a desire to inspire and motivate both our mentors and mentees.

This role is a perfect opportunity for previous mentors to step up into! However, whilst previous involvement with the program as a mentor is considered, it is definitely not essential.

Deputy Coordinators will be involved in the preliminary planning of the Program and so must be available to assist the Coordinator with this, beginning as early as November 2021. They will also need to attend and assist with Mentor Training Day, Orientation Day and Introduction Night in February 2022, so must be available during this period.

Note – in this role, you will be a LSS Subcommittee member.

## KEY RESPONSIBILITIES

- Supervise allocated peer mentor groups and their corresponding mentees;
- Maintain regular contact with allocated mentors, and troubleshoot mentor-mentee issues, where necessary;
- Use personal university experience to provide guidance to mentors and refer them and their mentees to further support services when required.
- Plan and oversee at least one major social or educational event;
- Attend, advertise and assist with all other major PMP events;
- Utilise an online mentoring platform to ensure mentees are provided with support and reminders at relevant times across the year.
- 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.

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## DEPUTY COORDINATOR 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

## VOLUNTEER COMMITMENT

- Be responsible for supporting approximately 15-20 mentors in their role. This includes checking in and ensuring they are supported in completing their sessions and reporting this to the Coordinator.
- Attending, advertising and assisting with PMP social and educational events.
- The commitment will change and increase at certain times, like in the lead up to Orientation, and when the events are being run. At times, the commitment will exceed 2 hours per week and at others, will be minimal.

## 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](#)



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PEER MENTORING