

Access Monash Mentoring

ACCESS MONASH MENTOR

DEPARTMENT/UNIT	Access, Inclusion and Success (Outreach)
FACULTY/DIVISION	Portfolio of the Deputy Vice-Chancellor (Student Experience)
CLASSIFICATION	HEW Level 1 (Casual Professional)
DESIGNATED CAMPUS OR LOCATION	Monash University campuses (Clayton, Caulfield, Parkville, Peninsula)

OVERVIEW

Access Monash Mentors are current undergraduate or graduate Monash students with demonstrated leadership skills and a commitment to helping others. The main purpose of the role is to assist Access Monash staff to successfully deliver activities and programs.

Mentors will provide ongoing mentoring with up to five students through year 11 and/or year 12, focusing on supporting their transition to higher education. Mentors also assist Access Monash staff members to deliver activities and programs, including on-campus, in-school and online. Mentors are positive role models to secondary school students and create an inclusive and supportive atmosphere at events and activities.

RESPONSIBILITIES AND TASKS

- Attend training related to the role
- Provide ongoing mentoring support to 11 or year 12 student through a series of online and/or face-to-face interactions, aligned to pathways and transition from school to higher education
- Support Access Monash at a range of programs and activities, including but not limited to campus tours, Q&A panels, in-school workshops, Open Days
- Attend community connection activities, masterclasses and other events related to their role
- Contribute to records and reflections on all mentoring sessions and communications
- Contribute regularly to online community forums
- Communicate regularly with Access Monash, including raising any concerns or challenges in a timely manner
- 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 and intend to remain a Monash University student for the duration of the calendar year
- 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
- Strong interpersonal skills and ability to liaise positively with a diverse range of people.

ROLE REQUIREMENTS

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

RECOGNITION

Mentors will:

- Receive a certificate of completion of the program in My eEquals
- Have 'Access Monash 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 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](#)