



MONASH
University

FACULTY OF INFORMATION TECHNOLOGY PEER MENTORING

Position Title: Faculty of IT Peer Mentor

Role type: Volunteer

Date: January 2020 to July 2020

POSITION PURPOSE

Faculty of IT Peer Mentors will mentor commencing Monash University undergraduate students to support their transition to the Faculty and Monash university and help them succeed in higher education.

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.

REPORTING LINE

Faculty of IT Student Engagement Team

KEY RESPONSIBILITIES

- Play a key role in assisting commencing students throughout their first semester
- Guide and assist students during their orientation and transition stages.
- Be an active participant, engage and check-in with mentee group to make sure mentees attend catch-ups throughout the semester
- Will promote the mentor program and faculty social events to mentee group and encourage mentees to attend a variety of activities throughout the semester to build a sense of community.

MENTOR SKILL SET

Mentors will develop the following skills in this role:

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

VOLUNTEER COMMITMENT

- Be responsible for supporting between 5 – 10 first year students through face-to-face and online interactions
- Be able to commit to at least 15 hours of volunteering throughout the semester.

RECOGNITION

Mentors will receive a co-curriculum unit on their Australian Higher Education Graduation Statement to demonstrate their participation in the program.

Mentors will 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.

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](#)