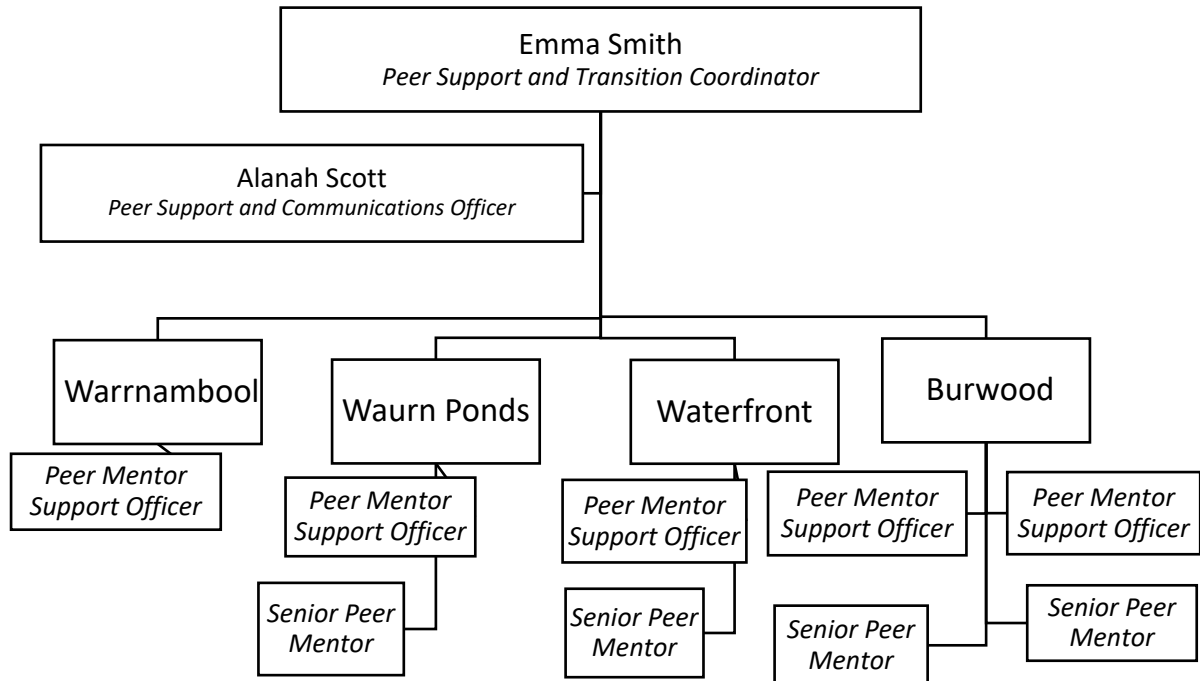




### Peer Mentor Program Organisational Chart 2021



# Peer Mentor Support Officer Guidelines and Expression of Interest 2021

Faculty of Health



<p><b>Role Title</b></p>	<p>Peer Mentor Support Officer, Student Leader in Faculty of Health</p>
<p><b>Overview of Tasks</b></p>	<p>The role of the Peer Mentor Support Officer is to support the Peer Mentor Program in the Faculty of Health by:</p> <ol style="list-style-type: none"> <li>1. Providing an excellent role model for all students in the Faculty of Health through leadership, communication and group facilitation</li> <li>2. Attendance at enrolment sessions for commencing undergraduate students each trimester/semester to promote the peer mentor program and recruit commencing students into the program</li> <li>3. Attendance at Orientation activities for each trimester/semester to promote the mentor program and recruit students into the program</li> <li>4. Participation in Faculty focus groups and feedback sessions as required</li> <li>5. Reviewing and summarising weekly Peer Mentor diaries; and reporting on any issues or actions as required</li> <li>6. Following up any outstanding Peer Mentor Diaries</li> <li>7. Preparing Faculty Peer Mentor reports at the end of each trimester/semester, if required</li> <li>8. Responding to queries and issues raised by both mentors and mentees</li> <li>9. Supporting the Health Student Experience Team staff with Peer Mentor Training</li> <li>10. Coordinating (and running at Warrnambool) weekly drop in mentor sessions</li> <li>11. Following the completion of the Peer Mentor Program (after week 5) remain a key contact point for first year students for the remainder of trimester for any issues they may have</li> <li>12. Ensuring that confidentiality is maintained at all times</li> <li>13. Assisting the Peer Support and Communications Officer and Peer Support and Transition Coordinator with other duties as required</li> </ol>
<p><b>Duration and Frequency of Work</b></p>	<p>Initially there will be a minimum of three hours of work per week (which may increase to five hours per week depending on workload).</p> <p>Typically work will be available starting from late 2020 and then again for the duration of Trimester/Semester 1 through to Trimester 2 and 3 depending on availability of funding. Work will be based at either the Warrnambool, Burwood, Waterfront or the Waurn Ponds Health Student Experience Team Offices. This work is permitted to be completed at home while all staff are working from home, but will move back on campus when able to.</p> <p>Work days are negotiable depending on the students study requirements and availability of office space at the respective campus. A minimum of three hours must be worked on any given day. Work must be completed between Monday-Friday. The pay rate is: \$32.91 per hour.</p> <p>It is essential that you notify the Peer Support and Transition Coordinator of any change required to your working hours in advance.</p>

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<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Letter of commendation and certificate especially for Peer Mentor Support Officers</li><li>• Support with allocation to timetable activities to fit around your role commitments where possible</li><li>• As a result of working in this role, you will be made aware of other work opportunities and will be given first preference on any casual opportunities that become available.<ul style="list-style-type: none"><li>○ This may include working in Student Central during peak times supporting Faculty of Health students, working as an ambassador for the Faculty Marketing team or assisting with other general tasks as they become available.</li></ul></li><li>• You will also be given access to exclusive Students Helping Students masterclasses and events.</li></ul>
<b>Contacts</b>	<p>A Senior Peer Mentor reports to the Peer Support and Transition Coordinator, Emma Smith, and the Peer Support and Communications Officer, Alanah Scott.</p> <p>In the instance that Emma or Alanah are not available, the contact would be: Health Student Experience Manager, Shufen Lin.</p>
<b>Access</b>	<p>As you are working in a role where you will have access to student telephone numbers and email addresses it is very important that this information does not leave the office and that you do not access any information outside of your role brief or use the information you have been provided for non-work related matters. Aside from Deakin email addresses, the personal details of students should never be forwarded via email.</p> <p>If you have any questions or concerns about this please speak with Emma Smith or Alanah Scott. You will be provided with the contact names and numbers of students to contact and these details cannot be shared outside of the Peer Mentor Team.</p>

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## Process

To register your interest in the above casual role, you must submit an **expression of interest** with your **CV** attached and the **names of two referees**. Applicants will be shortlisted based on the strength of their application and applicants who are shortlisted will be required to attend an interview. Final selection of the successful applicant will be based on both the strength of their written application and performance in the interview.

## Expression of Interest – Peer Mentor Support Officer

<b>Applicant Name</b>	
<b>ID Number</b>	
<b>Course Code and Course Name</b>	
<b>Campus</b>	
<b>How many times have you been a Peer Mentor?</b>	
<b>Contact Phone Number</b>	
<b>Contact Email Address</b>	

**What has motivated you to put in an expression of interest for the role of Peer Mentor Support Officer in the Faculty of Health?**

**Please outline your understanding of the difference an effective Peer Mentor program can make to the successful transition of students into Deakin University, and more specifically the Faculty of Health.**

**If you were successful in gaining this role, how would you manage your priorities to ensure that you did not fall behind or fail to meet deadlines in either your course or this role?**



**What would be your approach when speaking with fellow students to obtain helpful feedback about the program including its strengths and opportunities for improvement?**

**How would you ensure that important feedback was provided to the Health Student Experience Team in a timely way?**

**Do you have any experience or skill in the development of videos, giving presentations, providing training or writing reports? If so, please provide a summary of that experience below and how it may support the Peer Mentor Program.**

# Peer Mentor Support Officer Guidelines and Expression of Interest 2021

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**Are you available to work at least three hours per week during normal business hours?**

**Is there any other relevant information we should be aware of when considering your application?**

**Please submit this completed form along with your CV by Wednesday 16 September to:**

Alanah Scott, Acting Peer Support and Transition Coordinator at [health-mentor@deakin.edu.au](mailto:health-mentor@deakin.edu.au)

**Applications received after the due date will not be considered.**

Thank you for your interest, we will contact you after the application closing date.