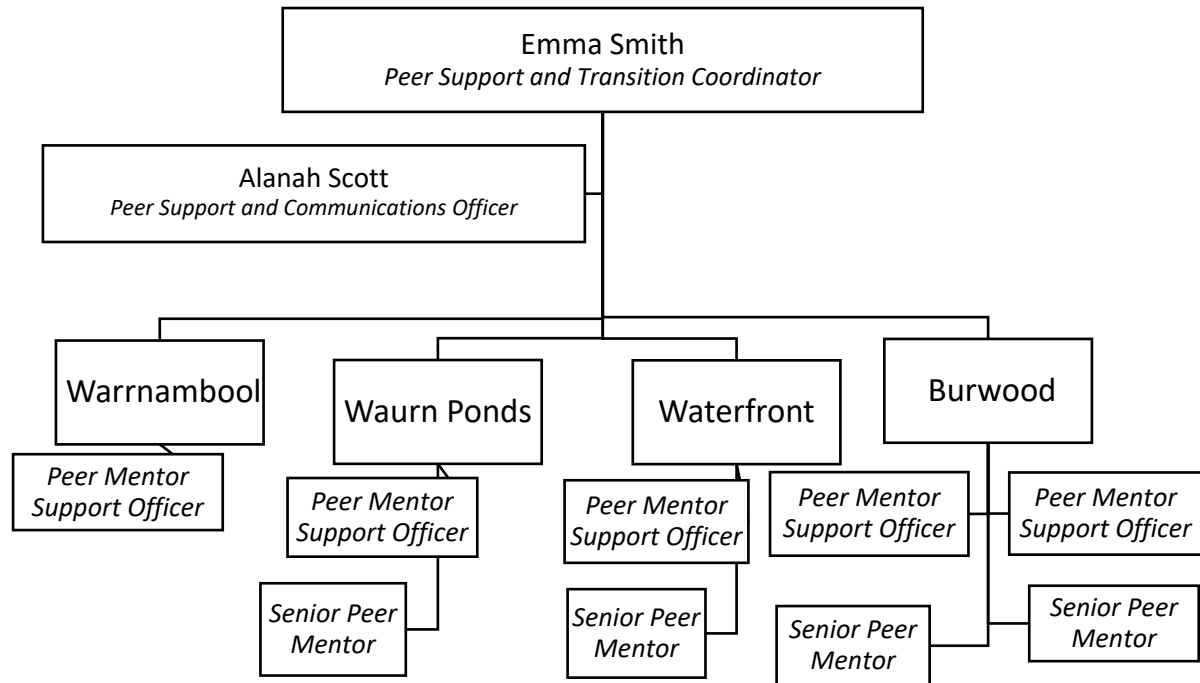




Peer Mentor Program Organisational Chart 2021



Senior Peer Mentor Guidelines and Expression of Interest 2021

Faculty of Health



<p>Role Title</p>	<p>Senior Peer Mentor, Student Leader in Faculty of Health</p>
<p>Tasks</p>	<p>Volunteer tasks</p> <ul style="list-style-type: none"> • Schedule weekly Peer Mentor Drop-in sessions for seven weeks of trimester/semester in consultation with the Peer Support and Transition Coordinator • Run the Peer Mentor Drop-in sessions <ul style="list-style-type: none"> ○ Conduct weekly sessions for first five weeks of trimester, as well as weeks 7 and 9 ○ Keep records of attendance ○ Actively promote session to commencing students and peer mentors, this may include attending key faculty classes to recruit students for sessions • Attend the end of Peer Mentor Event and provide support with the running of the event to the Peer Mentor Team • Assist with the recruitment of mentees/mentors for each trimester/semester of the program under the direction of the Peer Mentor Support Officer • Provide feedback and input into the Peer Mentor Training Program <p>Paid tasks</p> <ul style="list-style-type: none"> • Participate and assist at Peer Mentor Training days throughout the year as directed • Attend Enrolment and Orientation Week activities for the Faculty of Health, particularly the Faculty Welcome, Peer Mentor and enrolment sessions • Deliver presentations to commencing students on the Peer Mentor Program as required (trimester or semester based enrolment and orientation activities) • Assist the Peer Support and Transition Coordinator, Peer Support and Communications Officer and Peer Mentor Support Officers with the registration and allocation of new students to Peer Mentors • During the course of the mentor program, assist Peer Mentor Support Officers with random calls to mentees to check on their experience in the program and provide feedback to the Peer Support and Communications Officer and Peer Support and Transition Coordinator (this will only take place if we are working on-site)
<p>Benefits</p>	<ul style="list-style-type: none"> • Senior Peer Mentors will be paid casually for selected tasks (see above) • Other activities are voluntary and Senior Peer Mentors will receive \$150 on their Deakin Card at the end of each trimester/semester to recognise their support of the program • Letter of commendation and certificate especially for Senior Peer Mentors • Support with allocation to timetable activities to fit around your role commitments where possible

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Key Dates	<ul style="list-style-type: none">• The Peer Support and Transition Coordinator will confirm with you each trimester/semester your availability and your interest in continuing on in the program. Roles are generally available for one year, and dependant on available funding and performance• You will not be required to work during the exam period• Work hours/times will be flexible and be negotiated around your studies, but must be completed Monday-Friday• Peak times for Senior Peer Mentors are:<ol style="list-style-type: none">1. December/January/February/March/April (Training, Orientation and Program)2. Late June/July/August/September (Recruitment, Training, Orientation and Program)3. Potentially November/December if T3 mentoring program runs4. December – early mentor training for 2021
Contacts	<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>
Access	<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/your workstation 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>
Opportunities	<p>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.</p> <p>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.</p> <p>You will also be given access to exclusive Students Helping Students masterclasses and events.</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 – Senior Peer Mentor

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

What has motivated you to put in an expression of interest for the role of Senior Peer Mentor 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?

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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.

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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

Applications received after the due date will not be considered.

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