

Mentor Program Support Officer Position Description 2024

Faculty of Health



<p>Role Title</p>	<p>Mentor Program Support Officer, Faculty of Health</p>
<p>Tasks</p>	<ul style="list-style-type: none"> • Schedule weekly Peer Mentor Drop-In Sessions in weeks 1-5, 7, and 9 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 weeks 1-5, 7, and 9 of trimester/semester ○ Keep records of attendance ○ Submit session summary ○ Actively promote sessions to commencing students and peer mentors; this may include attending key faculty classes to recruit students for sessions. • Attend the end of Peer Mentoring Program 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 Support and Transition Coordinator. • Provide feedback and input into the Peer Mentor Training Program • Monitor Microsoft Teams channels and provide support to Peer Mentors and communicate with the Peer Mentor Team. • Participate and assist at Peer Mentor Training days throughout the year as directed. • Attend Orientation Week activities for the Faculty of Health, particularly the Faculty Welcome, Peer Mentor and Meet & Greet 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 and Senior Officer, Student Engagement with the registration and allocation of new students to Peer Mentors. • During the course of the mentor program, assist with ad-hoc calls to mentees to check on their experience in the program and provide feedback to the Senior Officer, Student Engagement and Peer Support and Transition Coordinator.
<p>Benefits</p>	<ul style="list-style-type: none"> • Senior Peer Mentors will be paid a casual rate • Letter of commendation and certificate

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<p>Key Dates</p>	<ul style="list-style-type: none"> • Each trimester/semester, the Peer Support and Transition Coordinator will confirm your availability and your interest in continuing on in the program. Roles are generally available for one year, dependent on available funding and performance. • Work hours/times will be flexible and be negotiated around your studies. • Peak times for Mentor Support Officers are the following: <ol style="list-style-type: none"> 1. December '23/January ' 24/February/March/April (Training, Orientation and Program) 2. Late June/July/August (Recruitment, Training, Orientation and Program) 3. November/December for 2-3 MPSOs for T3 program 4. December – early mentor training for 2025
<p>Contacts</p>	<p>A Mentor Program Support Officer reports to the Peer Support and Transition Coordinator, Emma Smith, and the Senior Officer, Student Engagement.</p>
<p>Access</p>	<p>While working in this role you will have access to a computer that is for work purposes only. 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. You will be provided with the contact names and numbers of students to contact and any work that you undertake should be left in a file in your work area for you to access each week when you come into the office.</p>
<p>Opportunities</p>	<p>As a result of working in this role, you will receive work opportunities and will be given first preference on any casual opportunities that become available.</p> <p>This may include 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>