

# Job Description

## Senior Mentor 2024-2025

Department: Student Welcome & Induction Team

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### Reports to:

The Transition Team

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### Context:

The Transition Mentor Programme supports all first-year undergraduate students in their transition to university in Term One. This transition can be a particularly stressful time for students as they adapt to a different way of life and new academic demands. Senior Mentors provide supervision and guidance to a group of mentors in their department/degree programme as well as administrative support the Transition Team and departments.

This is a great opportunity for students to build on skills gained as a Transition Mentor and develop your communication, administration and leadership skills.

The Transition Mentor Programme runs from: Monday 23 September to Friday 22 November 2024.

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### Payment information:

Senior Mentors are paid £13.95 per hour via UCL Unitemps (plus holiday pay).

Senior Mentors are paid a maximum of **18 hours of work:**

- A flat fee for training (3 hours). This covers a 1 hour Moodle course and 2 hour virtual workshop.
  - Administration, communication and duties (15 hours).
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### Duties & Responsibilities

- Complete the compulsory online Training Module **and** take part in the compulsory training workshops in September 2024.
- Coordinate and deliver a presentation at the on-campus department 'Meet Your Mentor' session during Induction Week (from Monday 23 - Friday 27 September 2024). The date/time of this 1 hour Meet your Mentor session is confirmed in early September, **therefore you must be available for induction week to be selected to work on the programme.**
- Plan and create one department specific session plan for mentors to deliver.
- Conduct weekly check in with assigned Transition Mentors to provide support and respond to queries
- Ensure assigned Transition Mentors keep accurate attendance records and surveys.
- Support the Transition Team with general administration and feedback any issues or concerns.
- Liaise and meet with department staff and departmental Student Advisor.
- Arrange to observe and provide feedback to Transition Mentors showing signs of needing support.
- Share examples of good mentoring practice and feedback from Transition Mentors in your department.
- Arrange, budget and attend a transition mentor department social event using the allocated budget.
- Oversee the management of department transition communications.
- Follow and actively promote the Transition Mentor and Senior Mentor Code of Conduct.

# Person Specification

Essential Criteria
UCL undergraduate or postgraduate student <b>who has previously worked as a Transition or Senior Mentor on the Transition Mentor Programme.</b>
Strong organisational and time-management skills.
Approachable and proactive in supporting others.
Reliable, responsible and able to use initiative.
Strong leadership and problem-solving skills.
Excellent professional communication skills, both verbal and written.
Able to work well in a team and communicate and collaborate with staff across UCL.
Ability to observe and follow set procedures and guidance.
Familiarity with your department and UCL, with the ability to signpost Transition Mentors to sources of support.
Competent user of Excel and IT systems.
High level of professionalism and confidentiality in handling student information.
Desirable Criteria
Involvement with UCL Students' Union societies.
Experience working or volunteering in a leadership position.
Effectively managing projects or coordinating events.

## These students are not eligible to become a Senior Mentor:

- Students who have not previously worked as a Transition or Senior Mentor on the Transition Mentor Programme.
- Students who will be on a study abroad programme or industrial placement.
- Students who are not studying in the academic department they wish to mentor for.

# Application

In order to apply, please complete the [online application form](#).

Applications close at **9am** on **Monday 10 June 2024**.

If you have any questions about the Transition Mentor Programme, please contact the Welcome and Induction team at: [transition@ucl.ac.uk](mailto:transition@ucl.ac.uk)