Job Description

Senior Mentor 2024-2025
Department: Student Welcome & Induction Team

Reports to:
The Transition Team

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.

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).

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 who has previously worked as a Transition or Senior Mentor on the Transition Mentor Programme.
- 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)