



Transition Programme 2021-2022 (Senior Mentor role description)

The Transition Programme supports all first year students in their transition to university. 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 mentors in their department/degree programme. This is a great opportunity for students to build on skills gained as a Transition mentor and develop your communication, organisation and leadership skills. Senior Mentors will be paid for 16 hours work at a rate of £11.33 via UCL Unitemps during the term. This will include holiday pay and mentors will also be able to apply for other temp jobs at UCL made available via UniTemps.

Please note, you can only apply to be a Senior Mentor if you have previously worked as a Transition Mentor.

Person Specification

We are looking for students who can demonstrate the following qualities:

- Excellent level of personal organisation
- Approachable and proactive in supporting others
- Reliable, responsible and ability to use initiative
- Leadership and problem-solving skills
- Excellent emotional intelligence and communication skills
- Familiarity with your department/UCL, with the ability to signpost Transition Mentors to sources of support
- Competent user of Moodle

Duties and Responsibilities

To be a Senior Mentor, you will be expected to:

- Complete our compulsory online training on Moodle before **Monday 20th September**
- Attend a short training session for Senior Mentors before start of term (dates tbc)
- Run a 'Meet Your Mentor' session with department during Induction Week (**Monday 27th September 2020**) - **You must be available for induction week to be selected to work on the programme**
- Communicate with and respond to queries from your assigned mentors on a weekly basis to provide support
- Arrange to observe one mentoring session with each assigned mentor and provide feedback.
- Provide advice and guidance to your assigned mentors and help them to resolve any difficulties in delivering the role.
- Share examples of good mentoring practice and feedback from mentors in your department with the Transition Team.
- Arrange two group meetings with assigned mentors to share best practice and discuss common questions
- Arrange a social event (this may be online) for first year students in your department/degree programme
- Attend our Moodle training event and oversee the management of your departmental Transition Moodle / Microsoft Teams area and upload relevant content.
- Ensure that assigned mentors keep attendance records and provide this to the Transition Team.

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

If you have any questions about the Transition programme please do not hesitate to contact the Transition Team at:

transition@ucl.ac.uk