Transition Programme 2020-2021 (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 at £10.95 per hour for 16 hours by UCL Unitemps during the second term. This will include holiday pay and the chance to apply for other temp jobs at UCL. Please note, you can only apply to be a Senior Mentor if you have previously been 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 Transition Mentor training on Moodle before Monday 21st September
- Attend short in-person Moodle training course before start of term (dates tbc)
- Run ‘Meet Your Mentor’ session with department during Induction Week (Monday 28th September 2020) - You must be available for induction week to be on the programme
- Communicate with and respond to assigned mentors/mentoring pairs on a weekly basis to provide support
- Arrange to drop-in and observe one mentoring session with each mentoring pair and provide feedback
- Arrange two group meetings with assigned mentors to share best practice and discuss common questions
- Arrange a social event for first year students in your department/degree programme
- Oversee the management of your departmental Transition Moodle site and upload relevant content. Do the same for Microsoft Teams. – To do this you must attend our Moodle Training (dates tbc)
- Complete attendance reports on Moodle, halfway through and at the end of the programme

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