



## 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 £11.29 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 21<sup>st</sup> 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 28<sup>th</sup> 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](mailto:transition@ucl.ac.uk)