



Transition Programme 2023-2024 (Senior Mentor role description)

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 mentees in their department/degree programme as well as administrative support the Transition Team and departments.

Senior Mentors provide support to a group of approximately ten Transition Mentors throughout the Transition Mentor Programme and contribute to the department specific training and session planning. Senior Mentors support the Transition Team with mentor group allocations/matching, general administration, tracking the session logs and performance of Transition Mentors and liaise with Departments. The role also involves arranging weekly check in with allocated Transition Mentors and arranging a department social. There will also be opportunities for additional paid responsibilities.

This is a great opportunity for students to build on skills gained as a Transition Mentor and develop your communication, administration and leadership skills. Senior Mentors are paid at a [Grade 3, Spine 9](#) via [UCL Unitemps](#) (plus holiday pay and sickness pay). **Senior Mentors receive a flat fee for delivering the Senior Mentor duties (16 hours). Please note that training is unpaid.**

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

Person Specification
<p>We are looking for students who can demonstrate the following qualities:</p> <ul style="list-style-type: none">• 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 Excel and IT systems
Duties and Responsibilities
<p>To be a Senior Mentor, you will be expected to:</p> <ul style="list-style-type: none">• Complete the compulsory online Training Module and compulsory training workshops in September 2023• You will need to be available on campus to deliver a presentation and coordinate the 'Meet Your Mentor' session during Induction Week (from Monday 25th Friday 29th September 2023) 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 group check-in with assigned mentors to provide support and respond to queries• Ensure that assigned mentors keep accurate attendance records and centrally log the claimed hours• Support the Transition Team with general administration• Arrange to observe and provide feedback to mentors showing signs of needing support• Feedback problems to Transition Team, flagging Transition Mentors that do not adhere to the conduct policy• Share examples of good mentoring practice and feedback from mentors in your department• Arrange a social event/session for first year students in your department/degree programme• Oversee the management of your department mentoring platform and upload relevant content

In order to apply, please complete the online application form found <https://forms.office.com/e/F7znjiTq3>. Applications close at 23.59 on Sunday 11th June 2023.

If you have any questions about the Transition Mentor Programme please do not hesitate to contact the Welcome and Induction team at: transition@ucl.ac.uk