



# Job Description

## Transition Mentor 2024-2025

Department: Student Welcome & Induction Team

---

### Reports to:

The Transition Team, allocated Senior Mentor

---

### 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. Transition Mentors provide peer support to first year students in their department/degree programme through regular in-person group mentoring meetings.

This is an excellent opportunity for students to develop leadership, interpersonal and organisation skills. Transition Mentors will be supported by a Senior Mentor and trained by the Transition Team to undertake their duties.

The Transition Mentor Programme runs from: Monday 23 September to Friday 22 November 2024.  
(No sessions take place during reading week)

---

### Payment information:

Transition Mentors are paid £13.95 per hour via UCL Unitemps (plus holiday pay).

Transition Mentors are paid a maximum of **16 hours** of work:

- A flat fee for training (3 hours). This covers a 1 hour Moodle course and 2 hour virtual workshop.
  - A flat fee for preparation and communication (5 hours).
  - Transition Mentors claim for the sessions they facilitate (up to 8 hours).
    - Sessions last 1 hour, and one session is delivered each week for 8 weeks, excluding Reading Week.
- 

### Duties & Responsibilities

- Complete the compulsory online Training Module **and** take part in the compulsory training workshops in September 2024.
- Attend 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.**
- Deliver 8 hours of **in-person** mentoring sessions with a group of around 10 first year students.
- Attend the department social event, as part of one of your mentor sessions.
- Communicate with your mentees and respond to queries and questions.
- Communicate with your Senior Mentor on a weekly basis with updates.
- Attend scheduled meetings with your Senior Mentor.
- Plan mentoring sessions with appropriate activities and discussions, making use of resources provided.
- Keep accurate attendance records for each session as outlined by the Transition Team.
- Follow and actively promote the Transition Mentor Code of Conduct.

# Person Specification

Essential Criteria
Available to deliver weekly on-campus sessions for the programme dates: Monday 23 September to Friday 22 November 2024 (One session a week for 8 weeks, there are no sessions are delivered during Reading Week)
UCL undergraduate students who have completed the first year of their degree programme.
Excellent personal organisation.
Supportive and non-judgmental attitude.
Organised, reliable and responsible.
Excellent emotional intelligence and communication skills.
Able to work well in a team and support academic discussions in a collaborative manner.
Enthusiasm for UCL and your degree programme.
Ability to observe and follow set procedures and guidance.
Familiarity with your department and UCL, with the ability to signpost mentees to sources of support.
Committed to providing a responsive and helpful service.
Listening to others and supporting them with compassion.
Desirable Criteria
Involvement with UCL Students' Union societies.
Experience working or volunteering in a professional or university setting.

## These students are not eligible to become a Transition Mentor:

- Affiliate students from other institutions who are taking modules at UCL.
- Students who will be on a study abroad programme or industrial placement.
- Students not sufficiently available for their mentee group during the first term on campus.
- Postgraduate students.

# 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)