Transition Programme 2020-2021 (Transition 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. Transition mentors provide peer support to first year students in their department/degree programme through regular group mentoring meetings. This is an excellent opportunity for students to develop leadership, interpersonal and organisation skills. 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.

**Person Specification**

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

- Excellent personal organisation
- Supportive and non-judgmental attitude
- Reliable and responsible
- Excellent emotional intelligence and communication skills
- Able to work well in a team
- Able to support academic discussions in a collaborative manner
- Enthusiasm for UCL and your degree programme
- Familiarity with your department and UCL, with the ability to signpost mentees to sources of support

**Duties and Responsibilities**

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

- Complete our compulsory online Transition Mentor training on Moodle before **Monday 21st September**
- Attend ‘Meet Your Mentor’ session during Induction Week (**from Monday 28th September**) - You must be available for induction week to be on the programme
- You will plan and deliver 10 hours of face to face mentoring sessions with a group of around 10-20 first year students. Depending on the number of mentees in your department you may be paired up with another Transition Mentor.
- Use your departmental Transition Moodle page, Microsoft Teams, or UCL email to communicate with and reply to queries from your mentees
- Communicate with your Senior Mentor on a weekly basis to provide summary of how sessions are going
- Attend two group meetings with your Senior Mentor
- Access resources on the Transition Moodle site to use for planning sessions
- Keep accurate attendance records for each session and send these to your Senior Mentor

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