



### Transition Programme 2021-2022 (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 online group mentoring meetings. There may also be the opportunity for groups to hold in person meetings and activities, depending on any COVID-19 guidance and restrictions that may be in place. This is an excellent opportunity for students to develop leadership, interpersonal and organisation skills. Mentors will be paid for 16 hours work at a rate of £11.33 via UCL Unitemps during the term. This will include holiday pay and mentors will also be able to apply for other temp jobs at UCL made available via UniTemps.

#### 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 20<sup>th</sup> September**
- Attend an online Mentor Training Session during the first weeks of September – (date tbc)
- Attend a 'Meet Your Mentor' session during Induction Week (**from Monday 27<sup>th</sup> September**) - **You must be available for induction week to be selected to work on the programme**
- 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 asked to work in a pair with another Transition Mentor.
- Communicate with your mentees and respond to queries and questions using your departmental Transition Moodle page, Microsoft Teams, or UCL email.
- Communicate with your Senior Mentor on a weekly basis to provide a summary of how your group sessions are going
- Attend two group meetings with your Senior Mentor during the course of the term
- Plan mentoring sessions with appropriate activities and discussions, making use of resources on the Transition Moodle site
- Keep accurate attendance records for each session and provide this in the format outlined by the Transition Team

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)