



### 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 21<sup>st</sup> September**
- Attend 'Meet Your Mentor' session during Induction Week (**from Monday 28<sup>th</sup> 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](mailto:transition@ucl.ac.uk)