



### **Transition Programme 2023-2024 (Transition 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. Transition Mentors provide peer support to first year students in their department/degree programme through regular in-person group mentoring meetings.

Transition Mentors work to support a group of approximately ten first-year students on a weekly basis throughout Term One, delivering ten group sessions in person (one session per week) following set session plans. Mentors act as a key contact for support and signpost student services that first-year students require. Transition Mentors also plan and deliver their own sessions where relevant.

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. Transition Mentors are paid at a [Grade 3, Spine 8](#) via [UCL Unitemps](#) (plus holiday pay and sickness pay).

**Transition Mentors receive a flat fee for preparation and communication (6 hours) and claim for the sessions they facilitate (up to 10 hours). Please note that training is unpaid.**

#### **Person Specification**

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

- 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

#### **Duties and Responsibilities**

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

- Complete the compulsory online Training Module **and** take part in the compulsory training workshops in September 2023
- You will need to be available on campus to attend your department 'Meet Your Mentor' session during Induction Week **(from Monday 25<sup>th</sup> Friday 29<sup>th</sup> September 2023) You must be available for induction week to be selected to work on the programme**
- Deliver 10 hours of **in-person** mentoring sessions with a group of around 10 first year students.
- Communicate with your mentees and respond to queries and questions
- Communicate with your Senior Mentor on a weekly basis to provide a summary of how your 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 provided
- Keep accurate attendance records for each session as outlined by the Transition Team

In order to apply, please complete the online application form found <https://forms.office.com/e/F7znjiTg3>. Applications close at 23.59 on Sunday 11<sup>th</sup> 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](mailto:transition@ucl.ac.uk)