University of Aberdeen

Volunteer Students 4 Students Mentor Role Description

Role Title: S4S Mentor

Reports To: School S4S Coordinator/ S4S Admin team

Role description: To help new students settle in, and to offer them support during their first year of study at the University of Aberdeen. More specifically to:

- Work with a group of mentees
- Answer questions or direct mentees to the most appropriate source of advice
- Provide support in getting to know the campus and University of Aberdeen processes & procedures
- Be available to meet with mentees from time to time, in a group or individual setting (as appropriate)
- Recognise when a student may be in need of further support and act accordingly
- Understand when to refer a mentee to other professional agencies when issues are raised which are beyond the scope of the peer mentor
- Encourage mentees to make the most of opportunities to meet one another, become involved in campus life and develop their own support networks
- Maintain contact with their mentees during the first year of their arrival (although it is expected that most contact will be in the first semester)
- Be aware of the support and advice available from the University, Students’ Association and elsewhere
- Undertake mentor training prior to the commencement of the academic year
- Maintain confidentiality where appropriate

Time Commitment / Peer mentors will be expected to:

- Initiate email contact with mentees early in the academic year
- Hold a minimum of one meeting with their mentees early in the first term; either individual or as a group as felt appropriate
- Thereafter keep in touch with mentees regularly by email or in person/other means throughout the year, ensuring that mentees understand and are aware of University support services and procedures at key times of the year (e.g. exam diets)
Provide feedback on the S4S scheme by completing evaluation materials and/or attending an evaluation meeting.

Qualities required / Good peer mentors will be/have:

- Friendly and approachable, with a genuine enthusiasm to support new students
- A demonstrable understanding of the types of difficulties first year students can have
- Good communicators, particularly adept at listening to students, facilitating discussion between them and encouraging them to ask questions
- Responsive to the needs of others, and sensitive to a range of personalities and cultures
- Good knowledge of School and University policies, procedures and services
- Positive, reliable and patient