

# 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