

HASS First Year Mentoring Program: Guidelines for Lead Mentor Applicants

About us

The Faculty of Humanities and Social Sciences (HASS) is undertaking a project in Semesters One and Two of 2017 to improve first-year students' sense of belonging and community within the faculty, and in turn encourage them to continue their HASS Studies.

To achieve this, we want to develop a peer-mentoring program that will give first-year students the opportunity to interact with, be mentored by and seek advice from later-year students about their studies, life at UQ, and future program and career pathways. Therefore, we will be running a series of face-to-face disciplinary and faculty-level events in conjunction with continuous online engagement.

We also want to give you more opportunities to enhance and develop employable skills such as teamwork, leadership, communication, time management and project-development that can help you launch your career after uni.

This isn't something that we can do on our own. We want to craft a mentoring program that can engage and benefit all students—both mentees and mentors. We believe that working in partnership with a range of students will lead to better project outcomes.

About the job

We would like to invite seven undergraduate HASS students to work with us as **Lead Mentors** throughout Semesters One and Two. You'll work closely with the project team, the volunteer mentors and have the opportunity to interact with academics and staff across HASS. Our goal is to develop student-staff partnerships where everyone can meaningfully contribute to the direction and outcomes of the project.

We are looking for applicants from a **diverse** range of backgrounds, skills and experiences who are at different stages in their degree. Your role will see you leading a team of volunteer mentors within your school (Communication and Arts, HAPI, Education, Languages and Culture, Music, Political Science and International Studies, and Social Science) as well as working with the entire team to create and implement events for all HASS Students. So are you interested in helping us with:

1. **Leading Mentor Groups** – We plan to hold around four ninety-minute face-to-face groups per school throughout Semester 1 and two in Semester 2. We're looking for students who would like to work with us to develop session ideas, encourage mentees to join and remain committed, lead sessions and provide feedback on how to improve the groups throughout the semester. If you're comfortable leading discussion groups or have experiencing facilitating, we want to hear from you.
2. **Event support** – Throughout the Semester, we'll create, run and evaluate events for all first-year HASS students. These events will be a mixture of induction, cohort-building, and academic/professional activities led by HASS Students. We're looking for students to shape event ideas and provide event-management support.
3. **Managing Volunteers** – In piloting the face-to-face sessions throughout the semesters, you'll lead a small team of volunteers. With the assistance and materials from the project team,

you'll be responsible for managing your team of mentors: organising logistics around the sessions, establishing roles in each session and maintaining contact throughout the project runtime. We're looking for students who are great at leading and working collaboratively with others.

4. **Online Engagement** – Using existing online framework, you'll be involved with the maintenance of our blackboard and social media school sites. Aided by materials and a timeline the project team are developing, you'll be responsible for connecting with students online.

We are looking for a **mix of skills across these areas**, so you don't have to meet all of the position requirements!

Successful candidates will work with us from 9 March – 29 September for approximately 80 hours across six and a half months. Exact hours and/or days of work are variable and are not guaranteed. The positions will be remunerated with a total stipend of \$2700.

Our expectations

As Lead Mentors, you'll be involved in decision-making, and ultimately, the mentoring program's success. We welcome new ideas and insights on how to best offer mentoring to first-year HASS Students.

By joining us as a Lead Mentor, you'll be expected to participate in these activities throughout the Semester:

- Participate in an induction session, which will include an overview of the project objectives and work plan, how to make the most of being a Lead Mentor, and how to best manage your team of volunteers.
- Contribute to and help facilitate a Training Session for the Volunteer Mentors.
- Contribute to a discussion about your own experience as a HASS undergraduate student
- Contribute ideas on how to improve our project work
- Work with the team to implement agreed activities.
- Lead a team of volunteer mentors throughout the semester
- Communicate on a weekly basis with your team leader
- Write three reflections about your experience working as a Lead Mentor.
- Provide input into the final strategic recommendations
- Attend a reflection session where we will consider the successes and challenges of the project

Upon successful completion of the program, you will receive a certificate of participation and a personal recommendation from the project team.

How to apply

To be eligible to apply for this program, you must be a **currently enrolled undergraduate HASS student and have a minimum GPA of 4.0.**

We will hold an information session about the role and the project at **1 pm Thursday 23rd of February 2017 in Room 202a, Learning Innovation Building 17.**

Applications are due by **5:00 pm Sunday 26 of February, 2017.** You will need to fill out an application form (<https://www.surveymonkey.com/r/HASSleadmentorapplication>) where you'll be asked to:

1. Give us some information about your skills, studies and background
2. Rank the work areas in your order of preference
3. Give a short answer (no more than 100 words per question) to three questions:
 - a. **Your motivations** - Why do you want to be a mentor?
 - b. **Your contributions** - What could the program do to foster a sense of belonging in first year HASS Students? What activities or form of engagement would best achieve this?
 - c. **Your skills** - Why are you a good fit as a lead mentor? What skills, experiences, interests or perspectives could you bring to the project?
4. Attach an up-to-date CV of no more than two pages

All applicants must be available to attend an interview on Friday 3rd March (9:00 am to 5:00 pm) and attend the compulsory training and induction session on Thursday March 9. The Lead Mentors will be expected to be available to run activities throughout the semesters from Week 3 onwards.

Selection criteria

As mentioned before, we are looking applicants from a **diverse** range of backgrounds, skills and experiences who are at different stages in their degree. We're keen to receive applications from students who are in **second year** right through to the **final year** of their undergraduate degree within HASS.

We recognise and appreciate the knowledge, skills and experiences that Aboriginal and Torres Strait Islander peoples bring to the University, and welcome applications from these communities.

The project team will evaluate your application based on your application responses and CV. We are looking for applicants who:

- Can clearly articulate their **motivations** for being part of this project
- Can come up with **new ideas** and actively contribute to a team
- Have relevant **skills and experience** to contribute to their preferred work area and the overall project.

Next steps

After you've submitted your application, we will:

- Convene a selection panel to shortlist applicants
- If you are shortlisted, you'll be asked to join the selection panel for a 15-minute interview on Friday 3rd March where we'll ask you to elaborate on your application. The aim of the interview will be to get to know you and help us understand your skills a little better. This interview will be conducted in the first week of semester.
- All applicants will be notified by Friday, 3 March 2017 about whether they are successful in receiving a the above position.
- Successful applicants are required to attend the training session on Thursday 9th of March.

Contact

If you have any questions about the program, please contact Damian Maher at d.maher@uq.edu.au