

Volunteer Position Description



Position title	Peer Assisted Study Sessions (PASS) Mentor
Department/School	Accommodation
Faculty/Division	Campus Life
Reports to (Title)	Resident Manager, dotted line to Area Manager (Residential Experience)
Direct Reports	None
Functional Relationships with	Internal to University of Auckland: <ul style="list-style-type: none">• Student residents• Area Managers• Resident Managers and Coordinators• Area Officers• Resident Advisors• University Support Services staff (various)

ABOUT CAMPUS LIFE

Campus Life's mission is to create a supportive, vibrant and engaging campus experience. To achieve this, Campus Life has a number of strategic objectives to provide high quality well-being and engagement services.

ABOUT ACCOMMODATION

Halls and Residences exist to help residents to achieve the best they can from their University studies. They provide a safe, secure and supportive place for students to live and learn while attending the University. The primary role is to provide an environment that supports the emotional, physical, and academic well-being of all students in our residences, and in particular to help new students make a successful transition to the University.

PASS Mentoring is a programme in first year Halls designed to provide supplemental academic support to our students so they can achieve the amazing. It is led by volunteer senior students to facilitate study sessions in the Halls directly.

OUR VISION

To establish a community which promotes Hauora and enables ALL to reach their full potential

OUR VALUES

- Engagement: helpful, can do & responsive
- Support: caring, supportive & respectful
- Vibrancy: active, vibrant & fun
- Innovation: open, questioning & challenging
- Integrity: responsible, principled and resilient

MAIN PURPOSE OF VOLUNTEER POSITION

Peer Assisted Study Session Mentors (PASS Mentors) volunteer time to provide guidance and support to first year students in University of Auckland Accommodation. This role will see high achieving students on average volunteer two hours a week to facilitate study sessions. Study sessions are structured, with the guidance of a senior student in that subject area.

PASS Mentors do not teach curriculum or manage pastoral care matters and support the University's academic integrity standards. PASS Mentors report any concerns back to the relevant Resident Manager and/or Resident Coordinator.

KEY ACCOUNTABILITIES	RESULTS/STANDARDS EXPECTED
PEER ASSISTED STUDY SUPPORT	<ul style="list-style-type: none"> • Facilitate peer lead study sessions weekly during term time • Support the development of study skills and techniques • Promote self-learning management techniques • Establish and maintain an environment that is supportive of successful academic achievement. • Exhibit academic role modelling behaviour. • Help students utilise academic services and resources. • Assist residents in connecting with other students around common courses and academic interests. • Exhibit knowledge of campus services/resources and promote where appropriate • Advise Accommodation management of resident concerns and inappropriate behaviour. • Role model appropriate behaviour. • Communicate with clarity, using constructive interpersonal behaviours and interactions to influence others and inspire cooperation and achievement
ADMINISTRATIVE DUTIES	<ul style="list-style-type: none"> • Support and adhere to Accommodation and University of Auckland policies, regulations, and procedures. • Complete PASS reports for the Resident Manager after every session • Participate in training, development and evaluation sessions and processes.
HEALTH AND SAFETY	<ul style="list-style-type: none"> • Report any Health and Safety concerns to the Accommodation Management team. • Promote, implement and abide by the responsibilities as outlined in the University's health and safety policies and procedures for students. https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html

KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES	
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Currently enrolled as a student at UoA. • Able to demonstrate & maintain academic achievement of a 5GPA in the paper(s) being mentored
Experience	<p>Preferred:</p> <ul style="list-style-type: none"> • Experience working or volunteering in a leadership or mentoring role.
Technical Skills and Knowledge	<p>Essential:</p> <ul style="list-style-type: none"> • Experience using social media, Canvas and other UoA LMS systems
Attributes and Skills	<ul style="list-style-type: none"> • Ability to work collaboratively and operate effectively within a team context. • Strong written and verbal communication skills. • Good interpersonal skills with a demonstrated ability to relate well to others. • Ability to model appropriate behaviour for residents. • Strong organisation and self-management skills. • Mature, confident, approachable, professional and outgoing personality.
Leadership Capabilities	<ul style="list-style-type: none"> • Displays integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships. • Ability to demonstrate adaptability, enthusiasm, flexibility, and creativity

HEALTH AND SAFETY

University Volunteers must have a personal commitment to safe work practices and beliefs:

- Shares the responsibility to maintain a safe and healthy study/work environment in order to prevent harm to themselves and to others.
- Complies and carries out volunteer-related activities in accordance with health and safety procedures and guidelines.
- Wears appropriate protective clothing and equipment as required for activities.
- Immediately reports all hazards, accidents and incidents to supervisor / key contact and via the University reporting system.
- Familiarises themselves and follows emergency procedures and provides appropriate assistance to others.
- Raises awareness of health and safety issues among university members.

FINANCIAL RESPONSIBILITY

Budget Expenditure

- No authority to commit to expenditure.

Correspondence

- No authority to sign external correspondence