

# Volunteer Position Description



<b>Position title</b>	<b>Peer Assisted Study Session (PASS) Mentor</b>
<b>Department/School</b>	Accommodation   Ngā Wharenoho
<b>Faculty/Division</b>	Campus Life
<b>Reports to (Title)</b>	Resident Manager, dotted line to Residential Experience Officer
<b>Direct reports</b>	Nil
<b>Children's Worker (Vulnerable Children Act 2014)</b>	Not applicable

## The University of Auckland as a place to volunteer

An inspiring place where, every day, exceptional people directly contribute to shaping lives and society.

### VALUES

Excellence

Respect

Service

## 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 | NGĀ WHARENOHO

Accommodation exists to help residents to achieve the best they can from their University studies. We 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 Accommodation, 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.

## MAIN PURPOSE OF THE 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 senior high achieving students volunteer on average for 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. PASS Mentors report any concerns back to the relevant Resident Manager and/or Resident Coordinator for their action and follow up.

## WHAT YOU ARE EXPECTED TO DELIVER

<b>PEER ASSISTED STUDY SUPPORT</b>	<ul style="list-style-type: none"> <li>• Facilitate peer lead study sessions weekly during term time</li> <li>• Support the development of study skills and techniques</li> <li>• Promote self-learning management techniques</li> <li>• Establish and maintain an environment that is supportive of successful academic achievement.</li> <li>• Exhibit academic role modelling behaviour.</li> <li>• Help students utilise academic services and resources.</li> <li>• Assist residents in connecting with other students around common courses and academic interests.</li> <li>• Exhibit knowledge of campus services/resources and promote where appropriate</li> <li>• Advise Accommodation management of resident concerns and inappropriate behaviour.</li> <li>• Role model appropriate behaviour, in line with the University's Code of Conduct.</li> <li>• Communicate with clarity, using constructive interpersonal behaviours and interactions to influence others and inspire cooperation and achievement</li> <li>• Uphold the University's Academic Integrity standards: <a href="https://www.auckland.ac.nz/en/students/student-support/remote-learning-support/online-learning-assessment-exams/academic-integrity.html">https://www.auckland.ac.nz/en/students/student-support/remote-learning-support/online-learning-assessment-exams/academic-integrity.html</a></li> </ul>
<b>ADMINISTRATIVE DUTIES</b>	<ul style="list-style-type: none"> <li>• Support and adhere to Accommodation and University of Auckland policies, regulations, and procedures.</li> <li>• Complete PASS reports for the Resident Manager after every session</li> <li>• Participate in training, development and evaluation sessions and processes.</li> </ul>
<b>HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>• Report any Health and Safety concerns to the Accommodation Management team.</li> <li>• Abide by the responsibilities as outlined in the University's health and safety policies and procedures for students. <a href="https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html">https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/health-and-safety.html</a></li> </ul>
<b>EQUITY DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>• Have an understanding and awareness of the University's obligations under the Treaty of Waitangi and the Equity Policy.</li> <li>• Support and uphold the University's Code of Conduct: <a href="https://www.auckland.ac.nz/en/on-campus/life-on-campus/code-of-conduct.html">https://www.auckland.ac.nz/en/on-campus/life-on-campus/code-of-conduct.html</a></li> </ul>

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

	<p>and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships.</p> <ul style="list-style-type: none"> <li>• Ability to demonstrate adaptability, enthusiasm, flexibility, and creativity</li> </ul>
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## KEY RELATIONSHIPS

<p><b>Internal:</b></p> <ul style="list-style-type: none"> <li>• Student Residents</li> <li>• Area Managers &amp; other Accommodation staff</li> <li>• Other University student support services</li> </ul>	<p><b>External:</b></p> <p><i>Nil</i></p>
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## HEALTH AND SAFETY

<p><b>University Volunteers must have a personal commitment to safe work practices and beliefs:</b></p> <ul style="list-style-type: none"> <li>• Shares the responsibility to maintain a safe and healthy study/work environment in order to prevent harm to themselves and to others.</li> <li>• Complies and carries out volunteer-related activities in accordance with health and safety procedures and guidelines.</li> <li>• Wears appropriate protective clothing and equipment as required for activities.</li> <li>• Immediately reports all hazards, accidents and incidents to supervisor / key contact and via the University reporting system.</li> <li>• Familiarises themselves and follows emergency procedures and provides appropriate assistance to others.</li> <li>• Raises awareness of health and safety issues among university members.</li> </ul>
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## SUSTAINABILITY AND ENVIRONMENT

<p><b>Accommodation volunteers will contribute and support Accommodation staff towards implementing the University's commitment to sustainability as defined in our Sustainability Policy and the on-going improvement of our environmental performance, as identified in our policy and Strategic Plan 2013 – 2020.</b></p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Undertaking volunteer activities in ways that serve to reduce the consumption of energy, water and material resources, and to minimise our wastes and emissions</li> <li>• Considering and applying the Principles in the University's Sustainability Policy within the context of this volunteer position description and encouraging others to do the same</li> <li>• Building on existing activities and applying a continuous improvement approach to participate in new ones</li> </ul>
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