

Position Details – RMIT Peer Mentoring Volunteer 2022

Role	RMIT Peer Mentor – Volunteer position
Group	RMIT University Library (Learning)
Time Commitment	Approximately 2 hours per week, self-managed
Location	Online (mandatory) On Campus (Optional)
Outcome	Micro Credential Badge, Certificate

About Peer Mentoring

Peer Mentoring sits alongside the RMIT University Library Study Support services. It is a student-led volunteer program that provides peer support for specified academic courses, general study skills and all things RMIT. Peer Mentoring sits alongside other study support services including Ask the Library, Information Literacy Librarians and Academic Skills Advisors.

Overview of the role

As a Peer Mentor you will guide and empower students seeking your support. You will do this by sharing your own experiences as a student. You are not expected to know everything about any course and will not be answering assessable material. You will create an online mentor profile, communicate with students via chat and/or video call, and there will be the potential to meet on campus (optional). A further breakdown of the role requirement is included below.

Registration Process

1. Eligible students are contacted by the Peer Mentoring team close to the beginning of a new semester.
2. You will need to submit an online form and provide a short expression of interest (EOI). The EOI can be informal, 50 - 100 words, and should convey your interest in joining the program. If we receive a lot of registrations the EOI may be used to assess your suitability, but you will not be assessed on your writing. Plain language and even dot points are fine.
3. After submitting the registration form, the EOI will be assessed and if you are successful you will receive links to complete an online module and register for a facilitated training session.

Requirements

Academic prerequisites	<ul style="list-style-type: none">• Completion of one or more supported courses with a minimum grade requirement of 75%• Course must have been completed within the previous 12 months unless otherwise specified• Or, received achieved requisite GPA as directed by the team if providing program-based support.
Enrolment	<ul style="list-style-type: none">• Current RMIT student.• You can be enrolled full time or part time load.
Location	<ul style="list-style-type: none">• You can be based anywhere in the world.• Offshore students are welcome and encouraged to apply.
Availability	<ul style="list-style-type: none">• There is no minimum time requirement or rostered allocation of mentoring shifts.• You set your own availability on your mentoring profile.• You can expect to spend approximately 2 hours per week mentoring, this could be one session a week or split up over several short chat sessions.

Training	<ul style="list-style-type: none"> • Complete a self-guided RMIT Peer Mentoring Micro Cred (approximately 2 hours) • Attend a facilitated training session. You will either be able to attend online or on campus. A range of times will be made available. • Obtain a volunteer Working with Children Check (Australia-based students only)
Mentor Profile	<ul style="list-style-type: none"> • A clear photograph of yourself is mandatory. • You will write a brief bio and overview of your skills. The team can help you to write this.

Day-to-day, you will be expected to:

- Check your notifications and student email regularly.
- Respond to students seeking your support.
- Engage with students via chat, video or voice call or meet on campus. Meeting on campus is dependent on RMIT Covid-19 regulations and is optional.
- Refer students to other RMIT Services, such as the Library and Connect
- Self-manage your time. You set your own availability for mentoring. You can set yourself as 'away' if you need some time away from mentoring, however we do expect you to communicate this with the team if you are unable to regularly commit to 2 hours per week.

Skills you will need:

(It is ok if you are not confident in all these areas, we will help you to work on them over the semester.)

- Clear and friendly communication
- Empathy and active listening skills
- Patience
- Understanding different learning styles and lived experiences
- Time management and boundary setting
- Willingness to learn about RMIT study services and resources

Accessibility

We are dedicated to making our program accessible and inclusive and welcome applications from students with disabilities, ongoing illness and/or mental health conditions (e.g., d/Deaf, print disability, neurodiverse), and other diverse groups. We can discuss and make suitable adjustments for registration process, training and induction activities or role requirements. If you would like to discuss this further, please contact us via your preferred type of communication: email peer.mentoring@rmit.edu.au with your request(s).