

Position Description- In2Uni Mentor 2023



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

In2Uni

Student Academic Success & Partnerships, University of Wollongong

Position Title: In2Uni Mentor
Position Type: Fixed Term, Casual
Rate: University of Wollongong Casual Rate 2
Division: Student Academic Success & Partnerships

POSITION PURPOSE

This role will work across the Student Academic Success & Partnerships Unit within the portfolio of the Pro Vice-Chancellor (Students). The Student Academic Success & Partnerships Unit seeks to increase participation in higher education through programs and activities that raise awareness and aspirations and provide opportunities, pathways and resources for students to make informed decisions about their future.

As an In2Uni Mentor you will work in the Outreach & Widening Participation Team across a range of activities from primary school to Year 12 students, including mentoring programs, aspiration & awareness building workshops and on-campus experiences. There are also opportunities to work within committees and shape strategic initiatives at UOW.

In2Uni Mentors will focus on planning and facilitating mentoring and engagement sessions in schools, and supporting school students through learning activities when on campus. More specifically, mentors will be called upon to:

1. Deliver workshops in schools, on-campus and online across various year levels from Year 6 to Year 12
2. Assist with on-campus events and delivery of student activities (e.g. Year 6 Future Finder, Year 10 Future Finder, Year 11 Future Me, Year 12 Summer Master Class, Year 12 Future Me, plus other related programs.
3. Support students through peer assisted learning and mentoring (e.g. Future Me, Summer Master Class)
4. Work with targeted equity groups including students from; Low SES backgrounds, regional & remote areas, students with a disability, students with refugee backgrounds, students who are Aboriginal &/or Torres Strait Islander and students from Out of Home Care backgrounds.
5. Work in collaboration with the Student Academic Success & Partnerships Unit to co-construct programs that reflect student needs and goals using critical thinking and problems solving skills

KEY RELATIONSHIPS

Contact/ Organisation	Purpose & Frequency of contact
Outreach, Widening Participation staff and programs	Reporting into. Managing workload, reporting and support.
Faculty Staff	Ongoing; program related contact and support
External stakeholders (school teachers, etc)	Information and shared content delivery as required

SELECTION CRITERIA- Knowledge & Skills

Essential:

- Well-developed interpersonal, written and verbal communication skills, with an ability to present to varied audiences and age groups
- A flexible and adaptable approach to teamwork and collaboration
- Demonstrated problem-solving skills which can be applied when mentoring students in a cross-cultural setting, and who vary in their academic learning and personal needs
- Demonstrated ability to organise and manage student groups
- Ability to think critically and possess strong problem solving skills
- Ability to adhere to UOW policies and procedures
- Current Working with Children Check (or willing to obtain on employment)

Desirable:

- Have attended one of the primary or high schools listed on the [In2Uni partner's page](#).
- Have attended primary and/or high school in a regional area
- Have commenced studies at UOW as a Mature Age Student, Part-time student or a student who is the first in their family to attend higher education
- Experience presenting or delivering content via Zoom or online platforms

SELECTION CRITERIA- Education & Experience

Essential:

- Applicants must be enrolled to study in the 2023 calendar year
- Relevant experience or knowledge of effective mentoring techniques to enhance student experiences
- Have completed Years 11 and 12 at an Australian High School, or an equivalent Australian educational qualification e.g Certificate IV or Diploma, for the purpose of assisting current high school students to navigate this process

SELECTION CRITERIA- Personal Attributes

- Inclusive – a demonstrated ability to work with individuals from diverse backgrounds
- Independence – an ability to work independently
- Initiative – demonstrates initiative in work projects
- Confidential – an ability to maintain confidentiality and use sensitivity and judgement
- Organised – demonstrates their ability to organise their work place to maximise efficiency

SPECIAL JOB REQUIREMENTS

- This position may be required to attend events related to the programs as needed. The events and activities may be held outside normal business hours and at alternate campuses or locations, or in an online environment
- Total hours of work will vary depending on program needs
- All Mentors are required to provide a current [Working with Children Check](#) for paid work. The cost of obtaining this is the responsibility of the applicant
- Ability to manage own transport to/from schools and UOW campuses for shifts
- Students who are first in their family (FiF) to attend university are strongly encouraged to apply
- Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply
- Students from refugee or migrant backgrounds are strongly encouraged to apply
- Students from non-ATAR pathway entry programs into UOW are strongly encouraged to apply
- Students who are mature age and/or part time students are strongly encouraged to apply

