

# Study mentor job description

## Successful candidates will be expected to:

1. Attend a training day (10:00-15:00) on Wednesday 20 September 2017.
2. Arrange up to four meetings each with up to three Level 4 (first year) students in Semester One 2017-18.
3. Complete an evaluation questionnaire at the end of the scheme.

The areas of university study you might help other students with include: academic writing, referencing, finding information in the library, using sources, and making notes. You would not be expected to teach the student in any formal way; the idea is to share your own experience to benefit someone else. No previous experience of mentoring is needed and full training will be given.

Rate of pay: £9.70 per hour (£8.79 per hour plus 91p holiday pay)

One day training (five hours): paid at same hourly rate

## Academic status criteria:

1. 70% or better average marks in Semester One 2016-17.

## Personal qualities and skills criteria:

2. Excellent communication and interpersonal skills.
3. The ability to relate to students from all backgrounds.
4. A commitment to supporting fellow students.
5. A respect for confidentiality.
6. A conscientious and reliable approach: able to keep appointments and follow procedures.
7. Good digital literacy, particularly with regard to University systems such as the Library and MyBeckett.

There could be real and lasting benefits for you as a mentor. Schemes running in other universities have reported increased confidence and skills development in the students who provide the mentoring. The experience is also very useful for including on job applications.

## You must be available to attend the whole of the training day on 20 September 2017.

If you wish to apply, please fill in the application form and obtain a 'results letter' from MyBeckett - instructions for this are on this webpage:

<http://www.leedsbeckett.ac.uk/studenthub/results-online/>

Email both of these documents to: [skillsforlearning@leedsbeckett.ac.uk](mailto:skillsforlearning@leedsbeckett.ac.uk) before 12 noon on Friday 7 April.

Leeds Beckett University is committed to providing a non-discriminatory and harassment-free working environment for our employees. All our study mentors are expected to have due regard for those policies when carrying out their duties.