

Role Description: Mates at RMIT Volunteer Mentor

Program description

The Mates at RMIT program provides an opportunity for new students (international, local, interstate and rural/regional) to connect with current RMIT students before and after their studies at RMIT. It is designed to promote a smooth transition into a new environment, to create a sense of community within RMIT, to embrace the diversity of RMIT students and to foster enhanced cross-cultural awareness and understanding.

Benefits to mentors

As a mentor, you will:

- develop leadership and cross-cultural communication skills
- build confidence in working with small and large groups of students
- gain a better understanding of the support services at RMIT and refer students to these services accordingly
- learn to communicate effectively face-to-face and online
- understand the processes of transition and adjustment to new cultures.

You will also get:

- the opportunity to contribute to RMIT and create a welcoming community
- recognition of contribution on academic transcript and LEAD certificate signed by the Vice-Chancellor
- to develop networks with people from diverse backgrounds.

Mentors' duties and responsibilities

- Attend at least five hours of mentor training at the beginning of February 2017
- Provide at least three initiated emails, responding to mentees' emails and participating on Mates at RMIT Facebook, myRMIT and other web forums
- Participate in at least 15 hours of volunteering which includes:
 - mentoring mentees in person during orientation and transition activities, as well as social and cultural events at RMIT and in Melbourne
 - referring mentees to the appropriate student support contacts for complex issues beyond mentor's role
- Comply with all procedures and policies of RMIT University
- Mentors may be allocated extra mentees until the beginning of week two of semester
- Support will be provided by team leaders and the Mates at RMIT team when needed.

Time commitment and program structure

Start date: 7 February 2017

Finish date: 7 April 2017*

*The Mentor role is for 8 weeks. Please note that dates and timing are subject to change. Confirmed dates will be posted when the recruitment process begins.

You will be required to complete at least 20 hours in the program to receive your LEAD certificate and transcript recognition. Should you be selected, you will be notified of your training dates and times.

Successful completion of the Mates at RMIT Program will be counted towards the Future Edge Program. Future Edge is a University wide employability program that gives you recognition for on and off campus co-curricular activities and helps you build key employability skills. Visit Future Edge to find out more about how to get involved.

Mentors' responsibilities	Time	Date	LEAD hours
Compulsory Mates at RMIT Mentor Training	5 + hours	7 9 February 2017 Mentors will be notified about which training session they have been allocated to	✓ (at least five hours of training required to be eligible)
Email communication with mentees	Requires at least three email templates sent to mentees	February - April Dates and times to be confirmed	Emails are not counted as LEAD hours
Activities such as: <ul style="list-style-type: none"> • assisting mentees during start of semester • attending meetings with team leader • organising social or cultural activities at RMIT or in Melbourne 	15 + hours	February to April Dates and times to be confirmed	✓

Reporting

As a mentor, you will be required to:

- confirm attendance at training, meetings and volunteering commitments
- inform your team leader if you have difficulty communicating and engaging with your mentees
- submit your LEAD hours and activities online to the Mates at RMIT website and when requested by your team leader (failure to do so may forfeit your LEAD certificate)
- respond to your team leader and Mates at RMIT's emails in a timely manner
- submit the feedback form at the end of the program.

Selection criteria

- Current RMIT student enrolled in Semester 1 2017
- To have completed at least one academic year at RMIT
- Attendance at compulsory mentor training
- Confidence in English communication (writing, speaking and listening skills)

To register

Complete the online Mates at RMIT mentor registration form.

https://mentoring.rmit.edu.au/p/p7/membership_requests/new

For further information, email mates@rmit.edu.au