Position Title: Mentors Assisting Transition Experiences (Mates at RMIT)
Team Leader (Volunteer)

Student Services Champion: RMIT Student Services
Student Wellbeing

Program Description
The Mates at RMIT program provides an opportunity for new and commencing international students to communicate with current RMIT students prior to departure from their home country and be engaged after arrival in Australia. To promote a smooth transition into a new environment, the program is designed to create a sense of community within RMIT and to embrace the diversity of our students by fostering enhanced cross-cultural awareness and understanding.

Goals and outcomes
- New and commencing international students (mentees) are better informed about life and study in Melbourne
- All mentees questions are answered or referred to the relevant person
- Team Leaders, Mentors and Mentees meet and work towards building a sense of community and belonging.

Benefits to Team Leaders
Being involved as a Team Leader will provide you with:
- a comprehensive and custom-designed training by Student Services staff
- an introduction to RMIT workplace practices
- ongoing individual and group supervision by an appointed Wellbeing staff member.

You will also have the opportunity to:
- develop work competencies and employable skills such as leadership, project management, cross-cultural communication skills, working both independently as well as a team member.
- plan and implement Community Development projects that strengthen the Mates at RMIT community
- support and assist students to make the necessary transitional changes to live and study in Melbourne.

Team leader role and responsibilities
In the role of a Team Leader, you will:
- attend all training sessions – these are compulsory
- organise and facilitate team meetings with your Mentors, as required
- be available during Orientation week to co-ordinate and participate in the program events
- be assigned 10 or more^ Mentors to provide support and guidance
- plan and implement at least activity or event for your group of mentors and mentees to participate in
- liaise regularly with the mentors in their team about the transition progress of their mentees
- assume mentoring responsibilities for all mentees in their team after the volunteer mentors conclude their involvement in the program
- regularly communicate and meet with your Supervisor on a fortnightly or ‘as-needed’ basis

^subject to change depending on program numbers
Time-commitment and program structure

Program Start date: 28 June
Program Finish date: 11 November

<table>
<thead>
<tr>
<th>Team leader expectations</th>
<th>Time spent on activity</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Training:</td>
<td></td>
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<tr>
<td>- Team Leader training</td>
<td>Up to 23 hours</td>
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<td>- Mentor training</td>
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<td>- Project planning</td>
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<tr>
<td>Training dates:</td>
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<tr>
<td>- Tuesday 28 June 9.30 – 4.30pm,</td>
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<td>- Wednesday 29 June 9.30am – 2.30pm or Thursday 30 June 9:30am – 2:30pm</td>
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<td>- Friday 1 July 9.30am – 4.30pm.</td>
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<td>*sessions will be allocated to you</td>
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<td>Handover of mentees from mentors</td>
<td>Handover to occur 1 week before mentors finish on Friday 16 September</td>
<td>Team leaders to mentor from 16 September – 11 November</td>
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<td>Activities such as:</td>
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<td>- Regular email communication with Mentors and Mentees</td>
<td>Ongoing weekly commitment of 2 hours throughout the whole semester</td>
<td>27 June – 11 November</td>
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<td>- Facilitating meetings with Mentors and Mentees during Orientation week</td>
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<td>- Facilitating team meetings with mentors</td>
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<td>- organised social or cultural activities within broader Melbourne community</td>
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<td>- Meetings with Supervisors, other Team Leaders</td>
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Reporting
Team Leaders are required to:
- confirm attendance to training, meetings and volunteering commitments
- inform their Supervisor if their mentors and/or mentees do not respond to them
- respond to Supervisor and Mates at RMIT’s emails in a timely manner
- notify their Supervisor if there are any concerns about their placement
- submit the Team Leader Feedback Form at end of program.

Selection criteria and eligibility
To be eligible, students must:
- be a current student studying at RMIT in Semester 2 2011 (have completed at least two semesters of study at RMIT)
- have participated in Mates at RMIT program or another LEAD accredited program as a Mentor
- demonstrated experience in communication skills such as verbal, written and listening skills
- be willing to commit to at least two hours per week throughout the whole semester with strong enthusiasm and motivation to help others and contribute to the RMIT community
- have an interview with Mates at RMIT Team.

If you are interested in becoming a Volunteer Team Leader, please contact Clare Ong, Mates at RMIT Coordinator (clare.ong@rmit.edu.au).

For further information about the Mates at RMIT program:
Visit www.rmit.edu.au/isis