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**POSITION DESCRIPTION**

**Job title: Zoom Peer Mentor**

**Organisation Unit:** Student Services

**Type of Employment:** Voluntary

**BACKGROUND**

**Organisational Environment:**

The Student Affairs Division falls within the Deputy Vice-Chancellor (Academic) portfolio. It consists of: Student Services, the UQ Advantage Office, University Health Service and the Student Success & Strategies Office. As well as providing services to support students, the Division is one of the key drivers in enhancing the UQ student experience and student retention and success.

More information can be accessed on the web at: <https://employability.uq.edu.au/> ;

<http://www.uq.edu.au/student-services/> and <http://www.uq.edu.au/healthservice/>.

**Student Leader Program Overview:**

The division has a variety of Student Volunteering programs that offer opportunities to help fellow students, create a vibrant campus atmosphere, enhance your skills, gain experience, and have lots of fun too! The Student Leader programs include Jump Start Academic Preparation Program, Mates at UQ, International Transition, Peer Writing Mentor, Student Ambassadors, Zoom Mentors, and O’ to 4 Mentors.

We are seeking undergraduate and postgraduate students from a variety of backgrounds, geographic regions, study areas and year levels to become UQ Student Volunteers. Prospective applicants should possess a passion for helping others and be enthusiastic and dedicated to enhancing the Student experience at UQ.

<https://employability.uq.edu.au/volunteer-uq>

**Benefits of the Student Leader Programs:**

* Inspire and make a difference in the wider UQ community.
* Develop your interpersonal, leadership, teamwork and communication skills.
* Receive recognition from UQ in a variety of forms, including ongoing training and professional development, possible contribution to the UQ Advantage Award and team events.
* Build university wide networks and showcase your personal initiative and commitment through experiences that add value to your CV.
* Student Leaders are provided with a UQ uniform.

**UQ Employability Award**

Participation in the Student Leadership program can contribute towards the [UQ Employability Award](https://employability.uq.edu.au/advantage-award/). The Award program encourages undergraduate students at UQ to participate in activities that will maximise their student experience and enhance their employability.

**Zoom Peer Mentor:**

The Zoom Peer Mentoring program has been developed to harness the unique set of knowledge that a senior student with a disability and or lived experience of mental illness studying at UQ has to offer our first year students who also identify as having a disability and or lived experience of mental illness- from navigating the campus and every day of university life, to understanding the struggles and barriers our students with a disability or lived experience of mental illness may face. The program aims to focus on three key areas of support including:

* Practical advice – study tips, navigating university life and insight into programs
* Social support – making friends and networking
* Matching you with a mentee to share your lived experience of studying here at UQ

This is a goal orientated program and the length of the mentor – mentee relationship will depend on the goals and mentor-mentee agreement developed and facilitated by the Zoom Program Coordinator.

**DUTY STATEMENT**

By joining our ZOOM Peer Mentoring Program as a Mentor you will have the opportunity to share your lived experience of a disability here at the University of Queensland.

**Duties and responsibilities** include, but are not limited to:

* A lived experience of disability or mental health and a genuine desire to serve as a positive role model and help your peers succeed
* Be in their 3+ year of university and willing to learn and share information about the UQ community, student life and campus resources
* Good interpersonal and communication skills to develop and maintain relationships with and provide assistance and support for UQ students
* Willing to participate in training, programs and activities and attend individual and group meetings

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

* the [University’s Code of Conduct](http://ppl.app.uq.edu.au/content/1.50.01-code-conduct).
* requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](http://www.uq.edu.au/ohs/index.html?page=133956) developed by the University or Institute/School.
* the adoption sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](http://www.uq.edu.au/sustainability/responsibilities).
* requirements of the Education Services  for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](http://ppl.app.uq.edu.au/content/3.30.13-esos-compliance-commitment) developed by the University.
* [Communications](https://ppl.app.uq.edu.au/content/1.50.06-communications-and-public-comment-using-university-queensland%E2%80%99s-name) and Social Media Policies.
* Equity and Diversity Policy as it applies to all UQ staff, students and community. The University also has obligations under a number of [legislative instruments](https://www.uq.edu.au/equity/content/legislation)
* the University’s [Privacy Management Policy](http://ppl.app.uq.edu.au/content/1.60.02-privacy-management)

**SELECTION CRITERIA**

* A lived experience of disability or mental health and a genuine desire to serve as a positive role model and help your peers succeed.
* As you will be working with other students who have a disability and or lived experience you will need to demonstrate examples where you have managed some of the impacts of you diagnosis successfully to achieve your goals here at university
* Be in your 3+ year of university and be able demonstrate your knowledge about the UQ community, student life and campus resources
* Evidence of good interpersonal and communication skills to develop and maintain relationships with and provide assistance and support for UQ students
* Willing to participate in training, programs and activities and attend individual and group meetings

**Questions about the position should be directed to:**

Email: uqstudentleaders@uq.edu.au Phone: 3365 6631

**The University of Queensland is an equal opportunity employer.**

Smoking is prohibited in all University buildings