**Position Title:**

Student Mentor

**University Area:**

Writing Centre, Division of Academic and Student Engagement

**Description and purpose of the job:**

As a Student Mentor, you will contribute to the operations of the Writing Centre through one on one interactions with students who wish to use the Writing Centre service. By answering student questions at the ‘Quick Question’ desk at the front of the space, your work will improve the running of our Centre.

**Specific duties to be undertaken:**

1. Answer students’ referencing questions.
2. Show and explain appropriate writing resources provided on our Writing Centre website.
3. Serve as a peer mentor for new students by answering their general study skills questions.
4. Give advice based on your experiences.
5. Contribute to the smooth operation of the Writing Centre drop in service by handling the daily sign in process.
6. Oversight of the Writing Centre space and its logistical operations.
7. Maintain Volunteer hours Log Book.

**Qualifications – skills, expertise, experience, knowledge:**

* Current University of Adelaide undergraduate student
* Must be over 18 years old
* Confident English speaker
* Strong study skills / high GPA
* Customer service experience a plus
* Knowledge of Harvard Referencing style

**Personal attributes required:**

* Friendly, outgoing, customer service oriented
* Ability to adapt and learn by doing
* Reliable, punctual and committed
* Excellent communication skills
* Independent worker

**Time frame and/or attendance requirements:**

Volunteers will be required to volunteer for 4-6 hours during Writing Centre open times.

**Location of work:**

Writing Centre, Level 3 of Hub Centre

**Travel involved:** N/A

**Supervision (to whom do volunteers report):**

Rebekah Clarkson, Writing Centre Coordinator

**Benefits to the volunteer:**

* Contribute to the smooth operations of the Writing Centre
* Gain customer service and peer academic support experience
* A recommendation letter from the Writing Centre Coordinator
* Access to the University Volunteer Program including; recognition events, other volunteering opportunities and training
* Opportunity to participate in professional development workshops and masterclasses
* Recognition of participation and contribution through the University’s Adelaide Graduate Award

**Should this Volunteer position interest you please contact:**

Name: Rebekah Clarkson

Telephone: 8313 3640

Email: rebekah.clarkson@adelaide.edu.au

Web Link details: www.adelaide.edu.au/writingcentre