



THE UNIVERSITY
of ADELAIDE

UNIVERSITY VOLUNTEER PROGRAM

Volunteer Position Description

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, such as: What's a good strategy for cutting words in an assignment? How do you avoid procrastination? How do you use sources well in an assignment? Do outlines really work? This is my first time in the Writing Centre. How does this work? Give advice based on your own experiences.
4. Contribute to the smooth operation of the Writing Centre drop in service by handling the daily sign in process.

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):

Jillian Schedneck, 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
- Recognition of participation and contribution through the University's Adelaide Graduate Award

Should this Volunteer position interest you please contact:

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