**COLLEGE OF HEALTH SCIENCES**

**STUDENT SUPPORT SERVICES**

**AMS PROGRAMME - PEER MENTOR JOB DESCIPTION**

**Purpose:** Peer Mentors work with individual students and help them to enjoy a smooth transition to college life by assisting them find direction in their academic and personal lives. They serve as an invaluable resource for students who need guidance, support and mentoring in the new learning environment. Peer Mentors work in collaboration with other AMS team members, and are expected to serve as role models to students. The role of the mentors varies due to the nature of the needs of the students they serve.

**Education and Training**: Peer Mentors are students who have completed at least the first year of college. There are no formal educational requirements for a student mentor. The College Student Support Services will provide intensive training, coaching, supervision and debriefing. Peer Mentor training includes the universities guidelines and boundaries, the role of the mentor, basic counselling skills, referral procedures and resources available.

**Key Functions**: The Peer Mentor will report to the Student Wellness and Academic Transformation [SWAT] team and fulfill the following key functions:

* Provide basic support and guidance to 1st entry students.
* Refer urgent matters to the relevant Student Support Services, i.e. Counselling and Careers, Campus Health, Residences, etc.
* Attend compulsory 2 day training.
* Attend compulsory monthly supervision and debriefing sessions.
* Maintain weekly contact with Mentees.
* Record all “at risk” students and refer for intervention accordingly.
* Maintain accurate statistics and registers of contact with mentees

**Skills Required**: A Peer Mentor must display the following skills and attributes:

* Good communication and interpersonal skills
* Willing to work with and appreciate students from diverse backgrounds
* Be reliable and committed to the mentees they serve
* Maintain strict confidentiality
* Display good leadership skills
* Be self-disciplined

**Criteria**: Peer Mentors must be available to Mentees from January to end of contract. They must be present during orientation and available to students from the beginning of their enrolment to the university. They must be willing to work according to the 1:15 Ratio, dependant on the needs of the School. Payment will be as per the UKZN fixed term policy rate.