**COLLEGE OF HEALTH SCIENCES**

**STUDENT SUPPORT SERVICES**

**ACADEMIC MENTOR JOB DESCIPTION**

**Purpose:** Academic Mentors provide academic mentorship in the Schools within the College of Health Sciences. The aim of the programme is to provide academic assistance to improve student performance and retention. They serve as an invaluable resource for students who need support and mentoring in the learning environment. They are responsible for providing regularly scheduled out of class peer facilitated sessions. Academic Mentors work in association with lecturers, and are expected to serve as role models to students. Academic Mentors report to the Academic Development Officer.

**Education and Training**: Academic Mentors are students who have completed the modules successfully and shown diligence and competence in the academic fields. There are formal educational requirements for an academic mentor. Intensive training, coaching, supervision and debriefing will be provided by the College of Health Sciences. Academic Mentor training includes the universities guidelines and boundaries, the role of the mentor, academic skills, skills in applying the Supplemental Instruction Programme, referral procedures and resources available.

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

* Provide academic support and guidance to students within the allocated modules.
* Refer urgent matters to the relevant Student Support Services, i.e. Counselling and Careers, Campus Health, Residences, etc.
* Attend compulsory training, supervision and briefing sessions.
* Maintain regularly scheduled (at least weekly) and planned contact with students.
* Liaise closely and work with the lecturer and academic staff on module content and expectations.
* Design learning outcomes with lecturers and ADO and facilitate the sessions.
* Attend lectures in the assigned modules
* Work through class notes, study materials and assigned learning content; integrate learning content for all consultations/sessions with students.
* Record all consultations/sessions with students and refer for intervention accordingly.
* Maintain a level of good work ethic, respect, accountability and client satisfaction; being a role model [REACH].

**Skills Required**: An Academic Mentor must display the following skills and attributes:

* Good communication and interpersonal skills
* Good leadership skills
* Knowledge of group facilitation
* Willing to work with and appreciate students from diverse backgrounds
* Be reliable and committed to the students they serve
* Maintain strict confidentiality
* Be self-disciplined
* Good grasp and understanding of academic content
* Improved learning skills and strategies

**Criteria**: Academic Mentors must be available to students from February to October. 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 with both lecturers and other SWAT team members. Payment will be as per the UKZN fixed term policy rate.