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## DUTY STATEMENT – CASUAL ROLE

# PASS Mentor/Leader

Position Level

Level 3

Faculty/Division

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Original document creation

March 2023

### Position Summary

Peer Assisted Study Session (PASS) Mentors/Leaders (or Peer Mentors) facilitate scheduled sessions for students enrolled in UNSW courses. Mentors help students by supporting their learning through the development of study skills.

#### This role will:

- Conduct sessions on campus and / or online using strategies learned in the Mentor training and/or outlined in the manual.
- Maintain contact with other Mentors and supervisory staff as needed.
- Create an affirmative, safe and supportive environment that allows students the chance to ask questions and develop their academic skills and refer students to other support services as needed.
- Other administrative tasks as required by the Faculty (such as, taking attendance).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

#### A person engaged is generally expected to have the following skills and experience:

- Current UNSW student. Must have sufficient knowledge in the area of study and/or previously completed studies in the course to which you are applying. A Weighted Average Mark (WAM) of 80 or above. If the candidate's WAM is below this, please include a statement of explanation in the application.
- An understanding of, and demonstrated success in, applying academic skills to tertiary study.
- Strong communication, organisation skills and ability to support a diverse range of students.

- **Additional Pre-employment checks required for this position**
  - Australian Working Rights Check

**About this document**

This Duty Statement outlines the job duties, required skills & pre-employment checks required to successfully perform the role. This document is intended to determine the scope of the position. To change the requirements of a position, contact the HR Business Partnering team.