Position Description

College/Division: Pro Vice Chancellor Education
Faculty/School/Centre: Student Learning and Development
Department/Unit: Academic Skills
Position Title: Peer Writing Leader
Classification: ANU Officer Level 4
Position No: 32536
Responsible to: Academic Skills Learning Adviser
Number of positions that report to this role: 4
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
Student Learning and Development (SL&D) offers peer lead programs in careers, academic skills and English conversation and is committed to assisting a diverse cohort of students from across the university. The Academic Skills Peer Writing service is a peer lead, drop-in service for students seeking support and advice regarding written assessments and other academic skills. The Peer Writing Leader ensures the provision of quality peer-focused academic writing and study skills advice through the coordination, training and supervision of a team of Peer Writing Mentors. The Peer Writing Leader, under the guidance of Academic Skills staff, monitors and supports the Mentors, ensuring the team delivers an approachable and effective frontline service to ANU students.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Peer Writing Leader, working in collaboration with Academic Skills Learning Adviser, supervises a team of Peer Writing Mentors. The Leader will, from time-to-time, be expected to carry out the role of a Peer Writing Mentor, in addition to carrying out administrative tasks as required. Being the first point of contact for Peer Writing Mentors, the Peer Writing Leader exercises judgement and initiative in leading the team, and supports them to provide sound academic writing advice and/or responsible referral to relevant ANU services.

Role Statement:
1. Assist with the training of Peer Writing Mentors, and provide ongoing supervision and support in the provision of quality academic writing support and study skills advice
2. Manage the Peer Writing roster, perform data entry to record student attendances and participate in the evaluation of the service.
3. Be available for at least two to three hours a week to perform administrative work and supervision of Mentors. In addition, the Leader may be required to cover Mentor staff absences.
4. Ensure the Peer Writing Mentor team adheres to the principles of responsible referral and the developmental approach to academic literacies, under the guidance and training of Academic Skills staff.
5. As a representative of the Academic Skills, present a professional and approachable face to the student population.
6. Work collaboratively and constructively with members of the SL&D staff and mentor teams.
7. Promote SL&D mentoring programs through appropriate social media channels, marketing events and in course lectures.
8. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
SELECTION CRITERIA:
1. Currently enrolled (must be continuing and available for semesters 1 and 2 in 2020) as a latter-year undergraduate or postgraduate at the ANU, with a proven record of excellent academic achievement, and well-developed academic writing skills as demonstrated through a writing sample.
2. Demonstrated experience in peer support, student mentoring and/or academic skills advising in a university context. Experience mentoring within the PASS framework is desirable.
3. Demonstrated experience in first-point-of-contact customer service and the ability to display high quality customer service principles, practices and attributes when dealing with a range of student enquiries.
4. A high level of organizational knowledge to support responsible referral to other ANU services.
5. Proven ability to work effectively and harmoniously as a member of a team in addition to the capacity for supervising, coordinating and motivating a team.
6. Well-developed IT skills, including experience with the MS Office suite, Moodle, blogging, and/or social networking.
7. A demonstrated knowledge and understanding of equal opportunity principles and policies and a commitment to their application in a university context. This requires a good understanding of and commitment to assisting students with diverse needs and from various backgrounds.

Important notes:
- The successful applicant must be available for training at ANU during the week commencing 10 February 2020.
- The successful applicant must have rights to live and work in Australia.
- Applications which do not address the selection criteria may not be considered for the position.

| Supervisor/Delegate Signature: | Date: | 17/10/2019 |
| Printed Name: | Zihan Yin | Uni ID: | u1016447 |

References:
- General Staff Classification Descriptors
- Academic Minimum Standards
For assistance please contact HR Division Ph. 6125 3346