Position Description

College/Division: Pro Vice Chancellor Education
Faculty/School/Centre: Student Learning and Development
Department/Unit: Academic Skills
Position Title: Peer Writing Mentor
Classification: ANU Officer Level 2/3
Position No: 32793
Responsible to: Peer Writing Leader
Number of positions that report to this role: Nil
Delegation(s) Assigned: Nil

PURPOSE STATEMENT:
Student Learning and Development (SL&D) offers peer education programs in careers, academic skills and English conversation. 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 Mentor is responsible for providing quality peer-focused academic writing and study skills advice to currently enrolled ANU students, both domestic and international. The Peer Writing Mentor works as part of a team of Mentors to provide a professional and approachable service committed to assisting students from a wide range of backgrounds. The Student Learning and Development mentoring team is committed to assisting a diverse cohort of students from across the university.

KEY ACCOUNTABILITY AREAS:
Position Dimension & Relationships:
The Peer Writing Mentor, working under the supervision of the Peer Writing Leader and the Academic Skills Learning Adviser, works with ANU students who are seeking advice on their academic writing and study skills. The Mentors work as part of a roster to deliver a regular drop-in service Mon – Fri throughout the semester. A rostered shift will generally last for two hours and a mentor may be required to work up to three shifts per week and be available to cover other Mentors where needed/possible.

Role Statement:
1. Provide quality advice to ANU students on academic writing and other generic study skills in a rostered drop-in service.
2. Be available for two to three, two hour shifts per week, and at other times where needed to cover staff absences.
3. As a representative of the Academic Skills, present a professional and approachable face to the student population.
4. Adhere to the principles of responsible referral and the developmental approach to academic literacies, under the guidance and training of the Peer Writing Leader and Academic Skills staff.
5. Work collaboratively and constructively with members of the SL&D staff and mentor teams.
6. Promote SL&D mentoring programs through appropriate social media channels, marketing events and in course lectures.
7. 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 coursework student at the ANU, with a proven record of good academic achievement and well-developed academic writing skills as demonstrated through a writing sample.
2. Commitment to providing peer support and mentoring to students at all levels, with a capacity to effectively address writing-related questions across disciplines.
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. Proven ability to work effectively and harmoniously as a member of a team.
5. Good IT skills, including experience with the MS Office suite, Moodle, blogging, and/or social networking.
6. 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