

## Volunteer Job Description: Postgraduate International Student Mentor

### **ROLE DESCRIPTION**

**The goal of this program is to add value to the student experience by providing additional social and cultural support, and to inform new students of existing UoN services as required with the support of NUPSA.**

The role of the NUPSA Student Mentor is to assist incoming international students by providing them with a support person before they arrive at UoN. By volunteering to be a mentor, you will be connected with an international student who is coming to study at UoN who shares the same first language. You will provide a friendly point of contact for the student who can communicate with them in their native tongue, and assist in answering questions about life in Australia, and life at UoN, and the experience of transitioning from your home country into Australia for study.

You will be assisted in your role by NUPSA's Student Representative Support Officer (SRSO), who will connect your student with you, and provide advice and support in your role. Your main volunteer output will be connecting with the student via email, facebook etc. and acting as a point of contact. When they arrive you may show them around campus, and provide them with any tips or words of advice that assisted you in settling into Newcastle, and UoN. You can connect them with NUPSA, clubs and societies, and university services that will assist them in settling into the community.

### **BACKGROUND INFORMATION TO THE ROLE**

Newcastle University Postgraduate Students Association is an incorporated, non-controlled entity of the University of Newcastle. We represent the interests and welfare of postgraduate students at the university, promote their social and intellectual life while providing facilities, support and services aimed at enriching their student experience whilst protecting and enhancing the general wellbeing of postgraduate students. We are commissioned by the University to provide SSAF related services within a specified remit and are funded on an annual basis through a component of collected SSAF.

The volunteer role entails:

- Receiving email correspondence from incoming international students
- Offer peer support by way of explaining local venues and hotspots, eateries etc. that you found useful when you arrived
- Liaising with the SRSO to support students in settling into UoN and Newcastle
- When they arrive, connecting these students with relevant clubs/ societies, services and individuals to support their integration into the student community
- Acting as a supportive point of contact and referral to UoN student services
- Providing a brief summary of your engagement with your mentee each month to the SRSO

## COMMITMENT EXPECTATIONS

- The program design is designed to be flexible to fit around study and life. NUPSA expects the mentor to clearly communicate their availability with their mentee. Up to 8 hours a month.
- That the mentor, where relevant, has passed confirmation
- That the mentor behaves and abides by the UON Code of Conduct, and upholds the inclusive values of NUPSA
- That any issues, incidents or concerns that arise are reported to the SRSO
- You will be matched to your student based on language spoken
- Each mentor/mentee relationship lasts until the student is 2 months into their degree

## EXPECTED BEHAVIOURS

As a UON associated entity all roles within NUPSA are expected to display personal qualities and behaviours consistent with Individual Contributor Level as outlined in the [Leadership Framework](#).

The UON Leadership framework describes six leadership capabilities for both academic and professional staff. At NUPSA leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance; and show courage and respect.

At NUPSA we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in NUPSA.

## FURTHER INFORMATION

For additional information on the position contact Georgia Killick, NUPSA's SRSO, or Ashleigh McIntyre, NUPSA President on (02) 492 18894 or [nupsa@newcastle.edu.au](mailto:nupsa@newcastle.edu.au).