

ROLE DESCRIPTION



VICTORIA UNIVERSITY OF
WELLINGTON
TE HERENGA WAKA

He kura te tangata

Position title	Peer Assisted Study Programme (PASS) Mentor
Primary work unit	Te Pūrengi - Student Experience and Wellbeing.
Responsible to	PASS Coordinator—Te Taiako Student Learning
Responsible for	PASS study group leaders
Position status	Casual
Hours of work	See 'key responsibilities' section on page 2
Hourly rate	\$24.00
Our vision	Te Herenga Waka Victoria University of Wellington will be a world-leading capital city university and one of the great global-civic universities.
Our mission and purpose	Te Herenga Waka Victoria University of Wellington's mission is to undertake excellent research, teaching and public engagement in the service of local, national, regional and global communities.
Our values	Te Herenga Waka Victoria University of Wellington's core ethical values are respect, responsibility, fairness, integrity and empathy. These values are manifested in our commitment to civic engagement, sustainability, inclusivity, equity, diversity and openness. We prize intellectual rigour and independence, academic freedom, critical enquiry and excellence.

Victoria – our university

Te Herenga Waka Victoria University of Wellington is New Zealand's globally-minded capital city university, focused on engaging with Wellington, New Zealand and the Asia-Pacific region and connecting with the world. Wellington University values the expertise of its professional staff in supporting and enabling teaching, research and engagement activities.

The University is committed to the Treaty of Waitangi. "Mai i te iho ki te pae" is the Māori Strategic Outcomes Framework which is linked to Victoria's Strategic Plan.

Mā te rautaki tātou e koke whakamua

(via the strategy we strive to move forward together)

For further information about Victoria go to www.wgtn.ac.nz and [Welcome to Victoria](#).

Position purpose

The PASS Mentor will assist in selection and training of PASS Leaders and oversee a group of PASS Leaders (across a range of courses) throughout trimesters 1 and/or 2, acting as role model, observing

study sessions, providing feedback and relevant knowledge, strategies and skills from their own PASS Leader experience.

Position location

The PASS Mentor role is located within Student Learning *Te Taiako* in Te Pūrengi Student Experience and Wellbeing (SEW) group. Student Learning provides skill and development opportunities for students to optimise their learning experience and is part of the Retention, Achievement and Equity group of SEW. Te Pūrengi Student Experience and Wellbeing provides a range of management, professional and academic services to enhance both the student experience and academic achievement from recruitment through to graduation.

Key responsibilities

PASS Mentor role

Duties for the role include:

- Oversee small group (6-10) PASS Leaders throughout the trimester
- Provide regular written feedback on each Leader's SharePoint page
- Monitor Leaders' weekly online (Excel) attendance reporting
- Observe Leaders' sessions (before and after mid-tri break)
- Provide ongoing support and advice as required
- Maintain regular communication with Student Learning PASS coordinator

The position entails 3-4 hrs per week on average, to a **maximum of 40 hours** per trimester, as follows:

- PASS mentor training (2 hrs)
- Leader selection interviews (February & July) – 2-4 hours
- Leader training (February & July) – 2-4 hours
- Informal Leader meetings: before and after mid-tri break (2-3 hrs).
- Responding to Leaders' weekly reports (10-12 hrs).
- Observing PASS sessions, providing feedback (cc to pass-studygroups@vuw.ac.nz); arranging follow up, and liaising with PASS coordinator as required (10-15 hrs)

Key relationships

The PASS Mentors will develop and maintain excellent working relationships with staff in Student Learning, with fellow Mentors and with PASS Leaders.

Competencies

Competency	Demonstrated by
Self-management	Effectively plans and organises work to achieve desired outcomes; proactive, remains focused, takes action to overcome obstacles and follows through to completion
Integrity	Is fair, open, honest and consistent in behaviour and can be relied upon; is receptive to Māori, Pasifika and multicultural issues; generates confidence in others through professional and ethical behaviour
Innovation	Questions the way things are done; encourages the discussion, free debate and generation of creative ideas and solutions; learns from past mistakes; generates new and creative ideas to improve the status quo

Communication	Clearly and concisely communicates with leaders, Student Learning staff and students, both orally and in writing; effectively listens; understands cultural differences in regard to communication
Analysis and judgement	Identifies and analyses issues and problems, considers alternatives, makes sound decisions and commits to a course of action
Teamwork	Works co-operatively, respects, and is open with others in a team setting in order to achieve results and team goals

Selection criteria

- Be a current University of Wellington student
- Have (ideally) at least two trimesters' experience as PASS study group leader
- Have a sound academic record and excellent written and oral communication skills
- Be able to work autonomously, manage time, and coordinate people
- Be familiar with the PASS philosophy of active learning and the University's values: *akoranga*, *rangatiranga*, *whanaungatanga*, *kaitiakitanga*, *whai matauranga*, and *manaakitanga*.

