

School of Law, Politics and Sociology

Post of Student Mentor

Location	Law, Politics and Sociology
Pay	£12.19 per hour
Responsible to	Director of Student Experience, LPS

Deadline for applications: Friday 13th September 2024

Purpose of the post:

The Student Mentor Scheme is a University-wide scheme offering students peer-led help with study skills. Working within your subject discipline you will work on a one to one basis with students seeking assistance with their studies. Support will be provided via email, arranged meetings and through a weekly drop-in session.

As a Student Mentor you will have access to a designated mentor study pod in the Freeman Building Foyer. You will be expected to schedule at least one 1 hour drop-in session per week, regularly check and respond to student queries via email, and work with other Student Mentors to plan and promote mentoring activities and drop-in sessions across the teaching weeks of term.

Key relationships:

Director of Student Experience, Student Mentors, School Project Officer, teaching staff, academic advisors, School Office professional services staff.

Key Responsibilities:

1	To respond to individual requests from other students for assistance with aspects of their studies.
2	To respond to individual student queries via email.
3	To respond to individual student queries at the weekly drop in session.

4	To refer students on to other support services where appropriate.
5	To attend training before taking up the role.
6	To attend School meetings as required to discuss the service with academics.
7	To work with other Student Mentors to promote mentoring in LPS.
8	To work with other Student Mentors to plan and run one off skills sessions e.g. presentation skills, referencing or department specific skills

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.



We are committed to building and sustaining an inclusive and just working and learning environment for all students and staff. We believe that every member of our community enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to deliver solutions together.

We would particularly welcome applicants from underrepresented groups for this position.

School of Law, Politics and Sociology Person Specification for the post of: Student Mentor

SKILLS / ABILITIES

	Essential	Desirable
Excellent communication and listening skills.	X	
Strong evidence of excellent academic progress.	X	
Ability to assist other students and manage your own academic work load.	X	

KNOWLEDGE

	Essential	Desirable
Knowledge of student support services available on campus.		X
Understanding of the study challenges that students may have.		X
Knowledge of issues relating to confidentiality, and a good understanding of the management of confidential material and information.		X

EXPERIENCE

	Essential	Desirable
Experience of working supportively with other students.	X	
Experience of working one-to-one.		X

QUALIFICATIONS

	Essential	Desirable
Currently studying at the University of Sussex as a second, third/final year undergraduate, or a postgraduate.	X	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Ability to empathise with others	X	