**Graduate Internship Programme – Job Description**

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| **Job title** | Peer Mentoring Scheme Project Coordinator (SS2) |
| **School / Department** | Study Support Team (Peer Mentoring Activity) |
| **Line manager who the intern will report to** | Chaunte Robinson |
| **Is this role hybrid working or permanently onsite at UWL?** | Hybrid working (Majority on campus) |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| Support with the delivery and continuous enhancement of the [Peer Mentoring Scheme](https://www.uwl.ac.uk/student-life/support-students/peer-mentoring-scheme). |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  The main purpose of this role is to provide project, administrative and technical support to cover the duties of graduate level project (s) assigned by the Peer Mentoring Senior Coordinator from the Study Support team.  The post holder will be working within a team and will be expected to use their own initiative and undertake self-directed learning within a supportive environment to develop their own skills and gain a good working knowledge of the Study Support team policies and procedures and of the wider University, in order to make a positive contribution to the Peer Mentoring activity.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. They may occasionally be required to support in other areas within the wider team. |

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| **What you will gain from this internship** |
| * Develop a working knowledge of how a service is run. * This role will give the successful candidate relevant training on how to use university systems and follow university processes. * Being a key part of developing new initiatives. * Experience as part of a supportive team which will enable personal development. * Enhance confidence and interpersonal skills. |

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| **Key areas of responsibility** |
| * Contribute to project activities as directed by your line manager and work alongside colleagues to ensure effective delivery of these activities in various locations. * Maintaining the Peer Mentoring scheme inbox by responding to queries from students. * Calling students who are part of the Peer Mentoring Scheme to support with the continuous improvement of The Peer Mentoring Scheme. * Provide general office administration support to the team * Maintain accurate administrative and IT records as directed. |

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| **Skills/knowledge required** |
| * IT Skills (A good working knowledge of working with Microsoft Office: Excel, PowerPoint, Word and Outlook) * Good Interpersonal Skills * Good attention to detail * Ability to be proactive * Ability to work flexibly |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024