

# Job Profile

## Person Specification

### Job context (voluntary position)

PASS (Peer Assisted Study Support) is a course-based mentoring scheme, run by students for students. At PASS sessions, first-years are given the opportunity to explore their questions with higher-year students (Mentors) in a friendly, informal environment, to help them settle in to university life, the school/department and their studies. At Queen Mary, the scheme is co-ordinated by the Library Learning Support and Engagement team, in partnership with academic departments. The key contact for PASS mentors is the student organiser (a fellow student) within your school, who liaises with the school academic coordinator and the overall PASS Coordinator in Library Services.

### Job purpose (voluntary position)

Crucially, without the volunteer mentors, the scheme could not run. PASS mentors facilitate active learning using their experience and knowledge from first year to support current first year students. Under the guidance of the Student Organisers, PASS mentors; voluntarily support the delivery of the regular drop in sessions through the academic year. Being a PASS mentor is an opportunity for individual personal development, supporting others, becoming more involved in the life of the academic department and gaining very useful experience such as clear communication and teamwork, which can be evidenced in future job applications.

At the end-of-year presentation event, PASS mentors are given a certificate for recognition of their participation and can also gain an entry on your HEAR Transcript and are eligible for applying for the Student Engagement, Enhancement and Development (SEED) Award, subject to fulfilling the minimum requirements.

### Main Duties & Responsibilities

- With other Mentors, run PASS (drop-in) sessions for first-years, as agreed with your Student Organiser – your school is likely to run at least one hourly session per week during semesters 1 and 2.
- Liaise with Student Organiser to produce session rota and commit accordingly.
- Familiarise yourself with first year content and timetable prior to the sessions.
- Support the publicity of sessions.
- Make sure the sign-in and comments sheets are completed by all first-years attending one of your sessions, and by you.
- Attend core PASS training, any Mentor meetings in your department as agreed with your Student Organiser and be open to attending Mentor events during the year.

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This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements		Essential / Desirable	How Assessed
<b>Qualifications</b>	Studying for a UG qualification at QMUL within one of the participating academic schools	E	A
	Achieved at least a 60% pass in first/second year exams	E	A
<b>Knowledge, Skills and Experience</b>	Experience of mentoring or supporting young people	D	A
	Experience of working in a team	D	A
	Friendly and relatable when working with students (individually or in groups)	E	A
	Articulate, reassuring and clear when speaking	E	A
	Able to listen attentively and articulate responses accordingly	E	A
	Dedicated, reliable and punctual	E	A
	Able to deal with potential conflict situations sensibly and with discretion and sensitivity	E	A
	Understanding of potential barriers/struggles faced by students in first year	D	A
	Enthusiasm for your subject and supporting others	E	A
	Able to meet the demands of the role alongside academic demands	E	A, T

**Essential/Desirable:**

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

**How Assessed:**

A = Application  
etc.)

T = Training Day

OM = Other Means (e.g. presentation, test, etc.)