

## **Summer Programmes Manager and Staff Recruitment 2019**

### **Academic Mentor - Job Description**

**Job Title:**

**Academic Mentor**

**Reports to:**

**CUDC Operation Team and Residential Programme Manager**

**Responsibilities and Duties:**

Academic Mentors support the Residential Programme Manager to carry out operational duties to ensure the smooth operation of the programme that students have a happy and safe experience in the UK. Their work hours may vary each day and they will have 1 to 2 days off. Responsibilities and duties will include, but aren't limited to:

Programme Delivery and Operation

- Attend the compulsory briefing and training session
- Work in a team alongside the programme manager and fellow mentor(s), fully committing to the programme
- Attend the designated programme team meetings
- Prepare venues, meet and greet lecturers, and attend activities/events/day trips of the programme which are scheduled by the manager or office, and to be punctual for the scheduled duties
- Ensure the safety of students and visiting teachers during the programme period
- Ensure the students are following the programme timetable, where in cases of their absence, reporting it to the manager

Mentoring and Engaging Students

- Provide support for the Welcome Day, Final Presentation and Formal Dinner of the Programme
- Socialise and build positive relationships with Students
- Engage students in conversations and share related university experience
- Encourage students to actively participate in the activities/discussions during lecture/workshop/supervisions
- Be a good listener and a trusting friend to students

Supervision and Sharing Sessions

- Provide supervisions to the Students
- Organise and host at least one sharing session during the supervision session related to research and presentation skills scheduled by the Manager

- Produce supervision reports based on the students' performance, providing letters of recommendation for the students at the end of the Programme