**Position Description – *Mentor (Specialised)***

*Updated 17/11/2017*

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| **POSITION DETAILS** |
| **College/Portfolio** | ***DVC(S)*** |
| **Organisational Unit** | ***Student Life*** |
| **Supervisor (Title)** | ***Director: Student Services*** |
| **Classification** | ***HE03*** |
| **Employment Type** | ***Casual Contract, 12 months*** |

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| **POSITION SUMMARY** |
| Under routine supervision, the Mentor will provide support for students who are experiencing difficulties with their studies due to the impact of their disability. The type and extent of support will vary from student to student but may include providing assistance in orientating students to university such as assisting with systems, wayfinding, organisation skills and liaising with academic staff. Mentors will firstly meet with the student and the Disability Advisor but will then work one on one with the student as required. |

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| **UNIVERSITY EXPECTATIONS AND VALUES** |
| All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University’s code of conduct and are expected to:* demonstrate commitment to the University’s values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
* contribute to the efficient and effective functioning of the team or work unit in order to meet the University’s objectives.  This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one’s supervisor;
* promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
* perform their responsibilities in a manner which reflects and responds to continuous improvement; and
* familiarise themselves and comply with the University’s *Work Health and Safety,* *Injury Management and* *Equal Opportunity* policies.
* In addition, it is a requirement of this position that the incumbent maintain a current DCSI Child Related Employment Screening, and Working with Vulnerable People screening which is satisfactory to the University in accordance with the Children’s Protection Act 1993 (SA).
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| **KEY POSITION RESPONSIBILITIES** |
| *The Mentor is accountable for:* 1. Meeting with the student on campus, at a time and place agreed between the parties.
2. Meetings to be weekly/fortnightly, and for a duration agreed at the initial meeting (usually 1-2 hours/week). The duration can be altered as necessary, in consultation with the Disability Advisor.
3. Assisting the student with transition to university life (orientation to lecture theatres, tutorial rooms, library, student services etc).
4. Assisting the student in orientation to university systems (FLO, email etc).
5. Assisting the student with organisational skills (timetabling, what to bring to university, keeping track of assignments, when to start revision for exams etc).
6. Assisting the student in liaising with academic and other staff.
7. The mentor is not a subject tutor, and is not to assist with writing or editing assignments. Support does not include personal care such as toileting, meal assistance etc.
8. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.
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| **KEY POSITION CAPABILITIES** |
| 1. Knowledge and awareness of Autism Spectrum Disorder and how this may impact on a student in a tertiary educational setting.
2. Knowledge of the Flinders University Policy on Students with Disabilities and Confidentiality.
3. Demonstrate an attitude of dignity and respect toward people with disabilities.
4. Well-developed communication skills.
5. Experience working with people on the Autism Spectrum.
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