Could you be a Student Mentor?

Frequently Asked Questions

Q. Who can apply?

A. All postgraduates, undergraduates, home and international students are welcome to apply. Selection for interview will be based on the information provided on your application form.

Q. How do I apply?

A. Please complete the application form using the Job Description and Person Specification as a guide, particularly when writing your supporting statement. It is important that you take time to complete the application form as it will determine whether you are shortlisted for interview.

Please return your completed application form by email to [mentors@guild.bham.ac.uk](mailto:mentors@guild.bham.ac.uk) or by post to Student Mentor Scheme, University of Birmingham Guild of Students, Edgbaston Park Road, Birmingham B15 2TU.

Alternatively, bring your application form in person to the main reception at the Guild of Students in a sealed envelope addressed to ‘The Student Mentor Scheme’. The Guild Reception is open (term-time) Monday to Friday 8am to 10pm, Saturday and Sunday 10am to 8pm.

The deadline for applications is 9am Friday 12th February 2016.

Q. Do I have to live in University accommodation to be a Student Mentor?

A. No, you do not have to live in University accommodation to be a Student Mentor.

Q. What happens after I apply?

A. Should you be shortlisted and selected for interview, we will contact you by e-mail informing you of your interview date and time (details of which can be found on the application form). If you cannot attend you must let us know immediately and we will try and find an alternative time slot. We will contact you by email if your application has been unsuccessful.

Q. What happens if I am successful at interview and appointed as a Student Mentor?

A. You will be informed as soon as possible if you are successful at interview. All successful candidates must be available to attend compulsory training (w/c 6th June 2016 dependant on exam period) and the week before Welcome Week 2016 (w/c 12th September 2016). Post training, your role will commence on Arrivals Weekend (17th/18th September 2016) until the end of the 2016/17 academic year. Please note that it is compulsory that you are available for the training, Arrivals Weekend and Welcome Week and it is essential that you are flexible for shift work throughout the academic year.

Q. How much do Mentors get paid?

A. The wage is £7.00 per hour.

Q. What are the hours of work?

A. During term time, you will be required to work one to two 4 hour shifts each week and attend a weekly team meeting held on a Wednesday of approximately two hours. Student Mentors are required to work evenings and occasionally weekends. Student Mentors must be available to work over Arrivals Weekend and during Welcome Week. Please note this job requires commitment throughout the year and so may not be suitable for certain courses with placements. Due to sickness of colleagues and other problems, you may be requested to work additional hours from time to time.

Q. What support would I receive in the role?

A. The Student Mentor Scheme has a professional and dedicated team of Student Support Advisors (SSAs). They ensure all Mentors receive on-going support throughout their mentoring experience.

General Information

The Student Mentor Scheme and the Guild of Students is an equal opportunities employer and welcomes applications from all sections of the student population. All students in residences will have equal access to the service and Mentors are expected to be fair and non-judgmental in their work.

Everyone involved in providing the service is responsible for ensuring equal opportunities are a working reality.

Student Mentors are both employees of the Guild of Students and students of the University of Birmingham. As employees any issues or concerns will be dealt with through the Student Mentor Scheme/Guild of Students line management structure. Issues they experience as students can be raised with the Guild Executive (Sabbatical and Non-sabbatical) Officers as appropriate.

*N.B. Due to a potential conflict of interest, unfortunately Student Mentors cannot be on Residence Committees or members of the Guild Executive. If you are not sure whether this applies to you, please contact us.*

If you wish to leave the Guild’s employment, then you should give your Line Manager good advance warning as detailed in your employment contract.

Further information is available in the Guild Student Staff Handbook and the Student Mentor Scheme Code of Practice.