Graduate College Tutor

Department: Colleges

Hours of work: Full time/37 hours a week

Contract type: Fixed term till August 2020

Salary: £17,077 a year
Introduction

The University of York is one of only a few universities in the country to benefit from a collegiate system. Colleges support student well-being; facilitate opportunities for student-led initiatives and provide a community in which members can enjoy their academic, sporting and social interests.

Main purpose of the role

(The Graduate College Tutor will work closely with the college team and student committees/association, to ensure that Derwent College students have an effective and positive peer support network available to them. This will entail being a visible presence in the college and liaising closely with student leaders; in addition, this work will include providing college members with one-to-one support to help them find solutions to any welfare issues they may encounter. The Graduate Intern will support the college to deliver a calendar of events and activities aimed at delivering our college vision for all students; this work will include working with undergraduates, postgraduates, College Fellows and alumni. In addition, the Graduate College Tutor will be expected to manage a small team of student mentors (STYMs). Working flexible hours when required, you will help to coordinate existing projects and, as part of your internship, be expected to develop and project manage your own plans and ideas.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- To manage the college mentoring scheme (STYMs).
- To promote and empower students to participate in college projects.
- To provide general administrative support to the college team.
- To develop and facilitate Welcome Week activities, including sessions on student safety and consent.
- To facilitate on-going kitchen meetings, block runs and intentional interactions with college members.
- To provide college members experiencing well-being issues, with a ‘drop-in’ service, using own initiative and professional judgement to signpost/escalate matters accordingly.
- To work with the Open Door Team and deliver workshops on a range of welfare topics.
- To attend college events and help the team set up, and tidy up after them.
- To work with undergraduate interns to develop leadership opportunities in the college.
- To conduct research on college impact, through focus groups and surveys with college members.
- Any other duties required by the line manager commensurate with the post
# Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Recent graduate from the University of York</td>
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<td>Eligible to work in the UK</td>
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**Knowledge**

- Understanding of the experiences and challenges undergraduate students encounter during their time at university.  
- Understanding of the University of York collegiate system and associated student services.  
- Excellent knowledge of common administrative procedures and processes used in a busy office within a large complex organisation.
- Understanding of inclusion and social mobility.  
- Knowledge of GDPR and the need for confidentiality when working with students.

**Skills, abilities and competencies**

- IT skills; excellent digital literacy including the use of various social media platforms.  
- Excellent communication skills in a variety of different situations and settings.  
- Excellent organisation skills including the ability to use your own initiative to identify solutions.
- Ability to effectively organise and prioritise own work and follow procedures in order to produce work of a high standard to required deadlines.
- A professional and proactive approach to working with colleagues and students.  
- Ability to guide, motivate, and oversee the work of student volunteers and workers.

**Experience**

- Experience in engaging in the life of a university community  
- Leadership experience  
- Experience of promoting events and activities  
- Project management experience

**Personal attributes**

- Enthusiastic with an eagerness to learn and adapt to new challenges
<table>
<thead>
<tr>
<th>Characteristic</th>
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<tr>
<td>Mature and sensitive approach to dealing with confidential and sensitive data</td>
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<tr>
<td>Highly organised</td>
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<tr>
<td>Resilience when dealing with challenging situations</td>
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