Wentworth Graduate College Life Advisor

Department: Student and Academic Services
Hours of work: Part time / 15 hours per week
Contract type: Open
Salary: Grade 3 / £19,133 - £22,417 reduced pro rata
Introduction

The University was established with a collegiate model in the belief that college communities can enhance scholarship and enrich the student experience. Colleges play an important role in providing a distinctive and cohesive experience for students and staff and in enriching the academic life of the institution.

Main purpose of the role

College Life Advisors are employed to provide an important peer support function within their college and are an integral part of the community of Wentworth College. The role is divided by 3 main categories: wellbeing support and advice; community building; and student engagement.

They offer welfare and wellbeing interventions to student members that make a positive and practical difference to other members' success through university. In particular, College Life Advisors provide 1:1 mentoring and signposting to their postgraduate student and research peers. They promote positive engagement with the College and wider university community, and offer a programme of events and services designed to enhance the student academic and personal experience.

College Life Advisors are a new and key part of the University of York’s peer support provision and will work with College teams and committees to deliver and lead training and activities in their college. They will work with their College to assist as a critical student leader in the development and implementation of projects, programmes and activities which benefit all student members and promote the development of active, positive communities. Training is provided by the College team and includes personal and professional development opportunities.

College Life Advisors are not required to live in residence, but may wish to.

Key responsibilities

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

Wentworth Graduate College Life Advisors work exclusively with postgraduate students and researchers, and are required to provide programmes and events that add value to the academic and personal development of the members of this distinct College community. As such it is vital that the role holder has an understanding of postgraduate student and researcher commitments and responsibilities. College Life Advisors are expected to be a positive presence in the community. Individuals with significant time commitments that prevent engaging with full training and the orientation and arrival programmes at the beginning of the September and January starts, and who may have a busy academic schedule or teaching/lab commitments during term, should contact the College team prior to application.

Student Experience:*

● Planning and implementation of the College programme, including social and networking opportunities
● Recruiting and supporting the College Committee
● Orientation and Arrival programming and support (Sept and Jan)
● Supporting student led events and activities
● Development and/or implementation of academic support workshops

*Please note these will involve some evening and weekend duties
Wellbeing:

- 1:1 and group work with fellow student members facing difficulties using best practical peer-support techniques. Working with students to consider options, resolve problems, access support and take positive action.
- Providing initial triage response to student queries and concerns and following up on behalf of the colleges team to incidents.
- Delivering workshops, talks and training for other students and student leaders to improve knowledge of and engagement with actions and options that will improve welfare and wellbeing.
- Wellbeing focused events and activities

Administration:

- Assisting the College Administrator in regular administration duties
- Keeping accurate, confidential records of student interactions
- Promotion of College events and activities, and social media marketing
- Creating opportunities for Students to engage with the College community and provide feedback
- Supporting the Graduate Student Intern
- It is expected that the College Life Advisor will be office based at least 7.5 hours per week

The above list of duties is not exhaustive and is subject to change. Role holders will be encouraged and supported to create their own events and activities, and will offer longer term projects that benefit the wider postgraduate community. These activities will be supported by the College team and development opportunities available. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accepted postgraduate course of study at the University of York (taught or research) prior to commencement of employment</td>
<td>Essential</td>
</tr>
<tr>
<td>Accepted postgraduate course of study at the University of York (taught or research) prior to commencement of employment</td>
<td>Essential</td>
</tr>
</tbody>
</table>

### Knowledge

- Knowledge of the common pressures facing postgraduate students and researchers, and effective techniques for addressing them | Essential |
- Awareness of the drivers of community development within the Higher Education sector | Essential |
- Understanding of the University of York College model | Desirable |
- Understanding of the issues which students, including those from other countries and cultures, may experience | Essential |

### Skills, abilities and competencies

- Excellent interpersonal and people skills | Essential |
- Ability to establish strong social networks as well as connect with the appropriate academic, social and wellbeing resources | Essential |
- Excellent oral and written communication | Essential |
- Strong IT skills, including word processing, email, web page maintenance, and spreadsheets, establishing and managing online information | Essential |
- Proven ability to plan and organise own workload, manage projects and work to deadlines | Essential |

### Experience

- Membership of the relevant college on appointment | Essential |
- Successful leadership of a project or group | Essential |
- Providing peer support or other types of (non-specialist) support provision to others | Desirable |
- Experience in organising events | Essential |
- Experience in working with people from a range of background (including international students, graduates, mature students, students with families) | Desirable |
- Social media marketing experience | Desirable |
<table>
<thead>
<tr>
<th>Personal attributes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to deal with confidential matters and act with discretion</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to manage personal welfare</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to work with individuals from diverse backgrounds</td>
<td>Essential</td>
</tr>
<tr>
<td>Willingness to be flexible in working hours</td>
<td>Essential</td>
</tr>
<tr>
<td>Demonstrable ability to form positive working relationships and work well as part of a team</td>
<td>Essential</td>
</tr>
<tr>
<td>The self-reliance to work with a high degree of independence and self-motivation, and a strong ability to collaborate in virtual teams</td>
<td>Essential</td>
</tr>
</tbody>
</table>

Online event or teaching: Desirable