The purpose of this position description document is to provide you with a clear understanding of your role, and how that role fits within Melbourne Institute of Technology (MIT) as an organisation.

This document provides an outline of your key areas of accountability and desired outcomes from satisfactory performance of the role. It does not provide an exhaustive list of tasks and activities that are required to be performed in order to fulfil the role.

**Position Title:** Student Mentor

**School / Division:** MIT Language Centre

**Campus:** Melbourne

The Mentor is responsible for supporting the Mentee and facilitating the Mentee’s learning in a specific unit of study

A student mentor is an MIT student who has good academic results who helps new or less able students to achieve better results in their academic studies. The mentors will be students who have achieved at a high level themselves in specific units. Mentors work with mentees (the students they are helping) throughout the trimester.

Founded in 1996, Melbourne Institute of Technology (MIT) has grown dynamically as one of the leading private, higher education providers in Australia with campuses in Melbourne and Sydney. MIT is a teaching only Higher Education Institution. Our vision and goals as endorsed by the MIT Board of Directors on 27.5.2014 are set out below.

**Vision**

MIT aspires to be a leading private higher education provider nationally and internationally by proactively developing innovative educational approaches to meet industry needs and by a commitment to inspire tomorrow’s graduates.

**Mission**
MIT, through its higher education programs and personalised and transformational student experience, provides the opportunity for individuals to access knowledge and to enrich and transform their futures.

**Values**
- Excellence;
- Integrity;
- Accountability;
- Transformational Change.

**Goals**
- To provide high quality programs that meet the needs of our students and industry;
- To provide an inclusive environment where all students have the opportunity to succeed;
- To strengthen institutional effectiveness, financial sustainability, collegial governance and sense of community;
- To make collaboration an integral part of all our activities.

**MIT ORGANISATIONAL STRUCTURE**

MIT business model comprises four (4) key focus areas as guided by its vision: Academic, Finance, Marketing and Operations. Our organisational structure is designed to ensure each of these areas is fully resourced

Our Executive Management Team is responsible for the development of our strategic plan, and effective implementation of strategies across all business areas. It comprises our:

- Chief Executive Officer,
- Managing Director,
- Marketing Director,
- Human Resources Director (pro term)
- Campus Director
- General Manager and
- Academic Director

**SUPERVISION AND REPORTING ARRANGEMENTS**

This position reports to the Academic Manager Language School

**RESPONSIBILITIES**

The Mentor acts as a facilitator and a catalyst for learning for the Mentee;

<table>
<thead>
<tr>
<th>Area</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support</td>
<td>A supportive relationship is developed between Mentor and Mentee</td>
</tr>
<tr>
<td>Developing Skills</td>
<td>Mentor facilitates the Mentee develop relevant skills appropriate to the requirements of the study unit</td>
</tr>
</tbody>
</table>
## RESPONSIBILITIES

| Knowledge of the unit                  | Mentor assists the Mentee in understanding the content of the unit |
| Support mechanisms                    | Mentor advises on the support mechanisms and academic help that is available to the Mentee. |
| Motivation and improved study techniques | Mentor motivates and assists Mentee by conveying good study skills and confidence as a learner |

<table>
<thead>
<tr>
<th>Description</th>
<th>Measure</th>
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</thead>
<tbody>
<tr>
<td>Support of the mentee</td>
<td>Evaluation by the Mentee at the end of the Trimester</td>
</tr>
<tr>
<td>Available and attends at a mutually agreed time</td>
<td>Evaluation by the Mentee at the end of the Trimester</td>
</tr>
<tr>
<td>Knowledge of unit conveyed to mentee</td>
<td>Evaluation by the lecturer of the unit</td>
</tr>
<tr>
<td></td>
<td>Evaluation by the Mentee at the end of the Trimester</td>
</tr>
</tbody>
</table>

I hereby agree to perform the duties and responsibilities as per attached Schedule A and B

Mentor: Name (Print) ____________________________  
Signature ______________________________________

MIT Academic Manager Language School

Name (Print) ____________________________  
Signature. ____________________________