

## Vacancy: student coach Master Archaeology

The Faculty of Archaeology is seeking 2 RMA students in Archaeology that can coach our new first-year master students that will start in September 2021. We think it is very important to guide our students in familiarizing with their program, their peers, student life, our staff, and the city. Therefore, we focus on extra support for them. Would you like to help us and act as a student coach?

As a student coach you will act as a role model and a first point of contact for the new master students. You will organize meetings focused on introducing students to Leiden University, building their study skills, and improving the wellbeing of the students. You will work together and will be coached by a coordinator (staff). In addition, as a coach you will give tips and guidance on how to manage studying, exams, systems (such as Brightspace), educational culture, choices further down the course, and student life.

### Profile of a student coach:

- Research master student at the Faculty of Archaeology with good study results and a strong affinity to the study program;
- Has a motivated and enthusiastic appearance with a positive outlook;
- Possesses good communication skills in both Dutch and English;
- Has great organizational skills, online and offline;
- Is empathetic and helpful;
- Values inclusiveness and diversity;
- Preferably has experience in coaching (e.g. teaching or training);
- Available from August 25<sup>th</sup> 2021 to January 2022, for 4 - 6 hours a week;
- Legally able to work in the Netherlands;

### Tasks and responsibilities:

- Organizing, planning and chairing the group meetings of the individual master specializations;
- Point of contact for the students, if needed, refer them to the appropriate support, department or procedure;
- Motivating your students;
- Answering practical questions from the new students;
- Supporting your students with connecting to the study program and faculty.

### What we offer:

- Training in which you learn competences in leadership;
- Responsibility and experience in coaching groups;
- Compensation in accordance with the collective labour agreement of Leiden University (via Jobmotion).

### Diversity

Leiden University is strongly committed to diversity within its workforce and especially welcomes applications from members of underrepresented groups.

## Information

For more information about this vacancy, please contact Marjet de Ruyter, teammanager Education Office: [m.h.de.ruyter@arch.leidenuniv.nl](mailto:m.h.de.ruyter@arch.leidenuniv.nl).

## Applications

Do you recognize yourself in this profile and do the tasks excite you? Please apply for this vacancy by sending the following:

- your resume;
- a video of maximum 2 minutes, in which you introduce yourself and explain which topics you will add to the program for your mentor group and why.

Send your application before 2, July 2020 stating your name, student number and study program to Marjet de Ruyter, [m.h.de.ruyter@arch.leidenuniv.nl](mailto:m.h.de.ruyter@arch.leidenuniv.nl).