

English

Title: Student mentor – Bachelor Liberal Arts and Sciences

Job Description

Covid-19 has changed the academic world permanently. That is why we committed to offering extra support for our new students last year in the form of a mentor programme. Due to its success and appreciation by students, we are continuing this support. Therefore, we are looking for enthusiastic and committed student mentors to familiarize first year bachelor's students with university life, as well as studying and living in The Hague, for the study programme Liberal Arts and Sciences.

As a student mentor you will supervise two groups of up to 20 first-year students from Leiden University College. You will act as a role model and a point of contact for the members of your groups. You will organize an online and offline programme focused on introducing students to Leiden University, building their study skills, and improving the wellbeing of the students. To this end, you will work together with a first-year academic advisor (a member of the LUC teaching staff) who will join various meetings in the programme. In addition, as a student mentor 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. There is also room available for you to initiate and plan your own workshops based on what students might need. Part of your role will also include helping individual students who may have trouble settling in or may be experiencing other issues and referring them to LUC's student support system if needed.

Profile of a student mentor:

- (future) Second- or third-year bachelor student at LUC or alumni class of '21 (with a bachelor degree in Liberal Arts and Sciences) with good study results and a strong affinity to their study programme;
- Is a motivated and enthusiastic student with a positive outlook;
- Possesses good communication skills in English;
- Has great organisational skills, online and offline;
- Is empathetic and helpful;
- Values and actively works towards achieving inclusion and diversity;
- Is well-acquainted with the organization and functioning of the college;
- Preferably has experience in guiding groups (e.g. teaching or training at sports associations, committee board membership);
- Is enrolled at Leiden University – LUC;
- Is available between 1 August 2021 and 1 January 2022, for 3 - 5 hours a week;
- Legally able to work in the Netherlands;

Tasks and responsibilities:

- Organising, planning and chairing mentor group meetings;
- Answering practical questions and providing students with advice;
- Supporting your mentor groups by connecting to the study programme and faculty;
- Providing support to the tutor (teacher) at the meetings where they are present;
- Motivating your mentor groups;
- Acting as a point of contact for the students in your groups, if needed, refer them to the appropriate support, department or procedure;
- Assessing student needs and organising ad-hoc workshops/meetings where needed;
- Supporting students' integration into the LUC community.

What we offer:

- Training programme in which you learn competences in leadership;
- Responsibility and experience in mentoring groups;
- Access to a network of student mentors who can support and learn from each other;
- Compensation in accordance with the collective labour agreement of Leiden University, including holiday allowance and an end-of-year bonus.

About Leiden University College

Leiden University College The Hague (LUC The Hague) was founded in 2010 as the international honors college of Leiden University in The Netherlands for a select group of excellent and highly motivated students from around the world. The LUC academic staff consists of highly ambitious and international scholars recruited from top institutes across the globe, who combine excellent teaching skills with conducting innovative multidisciplinary research. LUC has been consistently ranked as a 'Top Rated Programme' seal from the Dutch University Guide (Keuzegids Universiteiten).

Diversity

Leiden University is strongly committed to diversity within its workforce and especially welcomes applications from members of underrepresented groups. If you identify as such, please feel welcome to address how your background would contribute to your application in your motivation letter.

Information

For more information about this vacancy, please contact Sarah Hinman-Doe, assistant professor, s.e.hinman@luc.leidenuniv.nl. If you have questions about the role, please contact Sienna Emanuel, sienna@emanuel.co.uk, or Rana Kuseyri, d.r.kuseyri@luc.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 (if available with a link to your LinkedIn profile)
- a motivation letter **of maximum 1 A4**, in which you;
 - introduce yourself and outline key experiences that prepared you for this role
 - your motivation for applying for this position
 - describe how you would approach a group member who is not really participating in group activities
 - explain which topics you will add to the programme for your mentor group and why.

Send your application **before Tuesday 1 June 2021** stating your name, student number and study programme to s.e.hinman@luc.leidenuniv.nl.

Interviews will take place in the week of **7 June 2021**.

Acquisition as a result of this advertisement is not appreciated.