

The Role of a Student Coordinator

The role of Student Coordinator is a key element in a Peer Mentoring scheme; it helps to ensure the scheme is 'discipline owned and student led'. Working closely with the Staff Coordinators (both academic and administrative) and *Students as Partners*, the role helps to ensure the smooth running, maintenance and, importantly, development of a scheme.

Student Coordinators have certain tasks that they need to fulfill in order to succeed in their role, but this is paired with a great deal of freedom to be creative and inventive (indeed some of the most successful Coordinators to date have been those that have really put a lot of time and effort into thinking of new, interesting and fun ways to enhance the experience of students on their course).

Student Coordinators all go through a training session to help prepare them for their role, and support is provided on a regular basis throughout the year to ensure that they are well equipped to meet the expectations of the position.

Expectations

A good coordinator will:

- Promote the scheme and be a regular point of contact for:
 - Staff Coordinators
 - Peer Mentors
 - Students as Partners (The Sabbatical Interns, Will Carey and Marcia Ody)
- Ensure the scheme continues throughout the year
- Encourage and motivate

A good coordinator must:

- Attend Student Coordinator Network meetings
- Help staff to assign mentors to mentees
- Help with recruitment of Peer Mentors
- Organise events/activities for their scheme
- Handover information to the next Coordinator once identified to enable scheme continuation

A crucial element to the success of a scheme is good communication between the Staff and Student Coordinators. An initial meeting is incredibly beneficial in defining what each role there is to do (since the division of tasks varies between schemes), and verbal or email updates (generally from the Student Coordinator informing the Staff Coordinator of plans/developments) have shown to have a positive impact on the development and continuation of a scheme.

In addition, Student Coordinators will be expected to keep in regular contact with their Sabbatical Intern, through emails and face to face meetings. This is an important part of ensuring not only the maintenance and development of each scheme, but also that the Student Coordinators' personal goals and plans for the scheme are achieved.