

## ***The University of Manchester***

### ***Job Description***

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**Job Title:** Sabbatical Internship  
(Students as Partners - Faculty of Engineering and Physical Sciences)

**Reports To:** Teaching and Learning Manager (TLSO)  
(and through this person to the Faculty of Engineering and Physical Sciences especially the Head of Academic Services and Associate Dean for Teaching and Learning)

**Line Management:** Teaching and Learning Adviser (Students as Partners)

**Organisation Unit:** Teaching and Learning Support Office (TLSO)  
Office of the Academic Registrar

**Date:** March 2011

#### **Overall Purpose of the Job:**

To support and develop current PASS schemes within the Faculty and to work with staff and students to expand PASS across all disciplines.

To assist the Teaching and Learning Adviser (Students as Partners) in the implementation and delivery of student-based initiatives within the Faculty of Engineering and Physical Sciences.

To assist in coordinating peer mentoring and other appropriate student led activity within the Faculty.

**This is a one-year fixed term appointment**

#### **Key Responsibilities, Accountabilities or Duties:**

Promote Peer Support schemes within the Faculty and Schools to both staff and students.

Assist with recruitment and selection of PASS Leaders and Peer Mentors. Motivate, encourage and support these leaders.

Assist with design and delivery of ongoing training and support of volunteer peer supporters.

Observe weekly PASS sessions and assist with the organisation and facilitation of leader debriefs.

Co-ordinate the Faculty Peer Support Co-ordinators and offer one to one advice as necessary.

Assist with the evaluation of peer support programmes.

Coordinate agreed student engagement projects, including assisting with focus groups and obtaining student feedback.

Support Faculty staff and student coordinators to organise activities such as the Women in Science, Engineering and Technology (WiSET) project.

Assist with development and maintenance of Students as Partners website.

Promote and administer the Student Team Working Awards in Faculty.

Identify and disseminate good practice in student development and initiative.

Organise and co-deliver relevant presentations, seminars and workshops.

To support and develop current PASS schemes within the Faculty and to work with staff and students to expand PASS across all disciplines.

**Essential Knowledge, Skills and Experience:**

Be studying at or graduating (2010-11) from the University of Manchester

Interest in Higher Education Teaching and Learning, in particular Student Development and Peer Support

Experience as a PASS Leader or Peer Mentor

Excellent communication and interpersonal skills and ability to relate to staff and students

A positive and flexible approach to work

Good IT skills, including Microsoft word, PowerPoint, email and internet

Demonstrable ability to work upon own initiative and ability to work independently as well as part of a team

Energetic, enthusiastic and highly motivated

**Desirable Knowledge, Skills and Experience:**

Knowledge of an engineering or physical science subject

Experience as a Peer Support student coordinator

Experience of delivering presentations

Experience of coordinating and facilitating small group activity

Experience of organising events