

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

### ***Job Description***

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**Job Title:** Faculty of Life Sciences Sabbatical Intern

**Reports To:** Teaching and Learning Manager (TLSO) & Faculty Senior Advisor

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

**Organisation Unit:** Directorate for the Student Experience  
Teaching and Learning Support Office

**Date:** March 2011

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

To support and develop Peer Assisted Study (PASS) and other Peer support/student led activity in the Faculty

To assist the Senior Advisor with the implementation and delivery of student-focused initiatives within the Faculty.

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

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

Promote the PASS scheme within the Faculty, attend network meetings, workshops and events, report to Education Boards and Student Staff Liaison Committee meetings.

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

Assist with organisation of groups, booking of rooms, monitoring attendance, collecting feedback, briefing and debriefing for PASS sessions.

Assist with ongoing training and support of volunteer peer supporters and act as point of contact for student groups, e.g. discussion groups for second and final year units.

Work with the Faculty Peer Support Student Co-ordinators to organise activities for PASS, including social events. Offer one to one advice to student coordinators as necessary.

Assist with the evaluation of PASS. Obtain, record and disseminate feedback from students and staff

Assist with the updating, administration and evaluation of the Faculty based Personal Development Programme.

Promote the Student Team Working Awards in the Faculty.

Identify and disseminate good practice in student development and initiatives.

Assist with Faculty induction and registration week events e.g. teambuilding sessions, helpdesk.

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

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

Work with other Students as Partners Sabbatical Interns to coordinate University wide activity including the Annual Students as Partners Presentation evening.

**Essential Knowledge, Skills and Experience:**

Be studying at or have just graduated (2009-10) 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

Leadership skills

Excellent communication and interpersonal skills

Ability to relate to staff and students

A positive and flexible approach to work

Good IT skills

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

Energetic, enthusiastic and highly motivated

**Desirable Knowledge, Skills and Experience:**

Graduate from the Faculty of Life Sciences

Experience as a Peer Support Student Co-ordinator

Experience of delivering presentations

Experience of coordinating and facilitating small group activity