



<b>Position Title:</b>	<i>Study Club Peer Leader</i>		
<b>Reports To:</b>	<i>LSU (Learning Support Unit) Administrator</i>		
<b>Business Unit:</b>	<i>Education</i>	<b>Ref Number:</b> (HR use)	
<b>Location:</b>	<i>Kensington</i>		
<b>Employment:</b>	<i>Casual</i>		
<b>WWC Check:</b>	<i>Required</i>	<b>Sales Position</b>	<i>No</i>
<b>Approved By</b>	<i>Head of Student Experience</i>	<b>Approval Date</b>	<i>June 2021</i>

## 1. ORGANISATIONAL CONTEXT

UNSW Global is a not-for-profit, wholly owned enterprise of UNSW Sydney. UNSW Global aspires to be an internationally leading provider of premium higher education pathways, transnational education ventures and student recruitment services.

Accountable to a Board of Directors, and aligned strategically with the University of New South Wales, UNSW Global is responsible for all international student recruitment, global business development and pathways education.

UNSW Global is working to achieve an ambitious five-year Strategy which is focused on three pillars:

1. Pathways Excellence – a provider of a world-class student experience and delivery of premium in-country pathways to UNSW Sydney
2. Transnational Education – becoming a leading provider of transnational education
3. Student Recruitment Services – providing a global network of international students to UNSW Sydney

## 2. POSITION SUMMARY

*[A brief summary of the Position's purpose or role]*

The successful Peer Leader leads UNSW Global Study Club drop-in sessions which take place online from 5-8pm on week nights.

Peer Leaders offer academic guidance and encouragement to students facing academic difficulties, drawing on their own experiences and successes, and provide students with the means to solve academic queries and emulate good study practices. The Peer Leader guides and assists UNSW Global students in developing effective study habits and independent and interdependent learning skills. Peer leaders support problem solving and encourage English conversation in an inclusive and safe online environment.

Study Club is an online initiative designed to address a critical need for academic support outside of formal class time. Unlike weekly Student Consultations which are led by teachers, online Study Club sessions offer a peer-to-peer study space available for drop-ins during fixed hours throughout the week. It is a space for students to connect with other students and feel comfortable and confident studying in a peer led environment.



### 3. RESPONSIBILITY PROFILE

#### A. Common Responsibilities:

1. Comply with and promote agreed WHS practices, privacy provisions, agreed codes, policies and procedures, and conduct work in a respectful, safe and efficient manner
2. Participate in and promote UNSW Global core workplace programs, including, but not limited to, those relating to performance and professional development
3. Work collaboratively within the business group and across the organisation to promote effective communication and information sharing

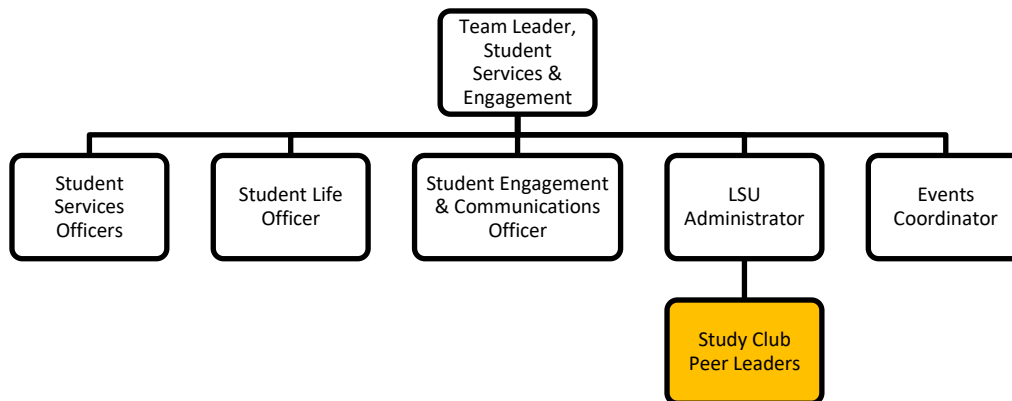
#### B. Key Responsibilities (no more than 12 key areas):

1. Provide academic guidance and assistance to UNSW Global students during the Study Club to promote student academic proficiency and the development of independent study skills.
2. Provide UNSW Global students with strategies to help shape and develop their study skills
3. Encourage and influence UNSW Global students to help each other to collaboratively develop effective independent learning skills
4. Monitor space, equipment and resources to maintain a safe, productive and supportive student study environment.
5. Participate in regular debriefing sessions and report relevant matters to Study Club Supervisor and Study Club Coordinator.
6. Complete regular administrative duties, such as recording student attendance and other data, as required.
7. Assist with the development of resources for use in the Study Club, as required.
8. Participate in training (self-guided and UNSW Global provided) to improve Peer Leader skills.
9. Other appropriate duties as required.

**Note: It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered or amended in accordance with the changing requirements of the role.**



#### 4. ORGANISATIONAL STRUCTURE



#### 5. APPOINTMENT PROFILE

##### A. Selection Criteria

To be considered for this role candidates must be able to demonstrate they have:

##### Qualifications and Experience

###### Essential:

- Current UNSW student of excellent academic standing
- Approachable, empathetic, inclusive by nature
- Excellent verbal and written communication skills
- Able to work evenings, 5-8pm.
- An understanding of principles of effective independent learning
- Ability to provide meaningful advice and engage students in independent learning
- Knows how to navigate Moodle

###### Desirable:

- Awareness of issues in English language learning
- Experience working with international students or students with English as a foreign or second language
- Competent computer & database skills including Microsoft Office suite



### Competencies

(Those underlying characteristics of the individual which are aligned with UNSWG's Values and are critical behaviours for superior performance)

- Demonstrated safety awareness through unswerving commitment to defined safety systems and processes
- Respect and recognition that people have different values and opinions which individuals have a right to hold
- Strong customer focus
- Demonstrated commitment to work and is able to press on even in difficult times
- Constructive communication, ability to clearly articulate issues
- Act with integrity in the workplace exuding trust, honesty, and decency

### B. Conditions of Employment

Remuneration Basis: *Hourly rate*

Location: *Kensington*

and all conditions outlined in UNSWG's Policies and Procedures.

### POSITION DIMENSIONS

Number of direct reports	<i>Nil</i>
Number of direct and indirect reports	<i>Nil</i>
Financial delegations	<i>Nil</i>
HR Delegations	<i>Nil</i>

## 6. CERTIFICATION

The details outlined in this Position Description are an accurate representation of the responsibilities, accountabilities and appointment factors of the position.

*[Insert Approver's Position Title]*

*[Insert Date]*

Head of Student Experience

June 2021