

Annex A

The **PGP House's Peer Mentoring Programme** helps to provide freshmen and new residents with guidance and support as they transit into NUS campus life. As a **Peer Mentor**, this programme will provide you with opportunities to acquire transferable leadership and life skills as you interact with your peers and juniors from a variety of faculties and cultures.

Potential Peer Mentors applicants should be senior undergraduates who exhibit **academic proficiency, strong communication skills, time management skills and leadership capabilities**. As part of the programme, Peer Mentors would be coached on how to work within a residential team and Proactive Pastoral Care Team (PCT) to help freshmen manage issues and challenges. This includes making appropriate referrals to campus resources where necessary.

Selected applicants will be:

- a) provided with accommodation in Single Room (Type C) at PGP House in AY2020/2021. Peer Mentors will be appraised every semester. Accommodation for AY2020/2021 Semester 2 will be pending on performance as Peer Mentor in AY2020/2021 Semester 1.
- b) eligible for up to 30% rebate of hostel fees based on their performance.

Job Description of a Peer Mentor

1) Community Development

Assist in the holistic development of first year residents/freshmen to become effective undergraduates and future ready global citizens by –

- a) Assisting them in transition to student and campus life in PGP House & NUS.
- b) Providing effective peer guidance in academic studies, life skills and student life.
- c) Introducing personal enrichment and community development opportunities within PGP House.
- d) Engaging them to participate in dialogues that will achieve and maintain cordial relations and cross-collaborations.
- e) Serving as a positive role model.
- f) Being involved and involving mentees in organising PGP House level events to create a vibrant, inclusive, and familial community.

2) Peer Mentoring to Freshmen

Provide structured mentoring programmes in the following –

- a) Facilitate mentoring activities, which can be cluster, PCT, or block wide activities.
- b) Organize block wide bonding sessions between the Peer Mentors, mentees, and residents in their block.
- c) Peer coaching to help residents with their social and psychological well-being.
- d) on-going reflective portfolio that will document the mentoring and interaction with the mentees

3) Cluster Engagement

- a) Provide Proactive Pastoral Care through regular visits and interactions with the clusters mates.
- b) Assist in development of community living within the cluster.
- c) Assist in promoting an environment conducive to harmonious living within the cluster.
- d) Assist in maintaining a safe and secure cluster environment (e.g. remind residents on visitor policy and ensure all fire escape doors remain closed at all times).
- e) Report suspicious activity or any breach of housing guidelines to Resident Assistants (RAs) / Resident Fellows (RFs).
- f) Act as Fire Warden during fire drills and actual fire breakouts.
- g) Organizes mail collection within the cluster. Responsible for signing out and returning of cluster mailbox key to PGPR Management office.
- h) Understand and comply with [NUS Code of Student Conduct](#) and [Housing Agreement](#)

Requirements

- a) Undergraduates with a minimum CAP score of 3.8
- b) Excellent written and verbal communication skills
- c) Prior residential living experience in NUS (Hall, Residential College, Residence) would be an advantage
- d) Serve as a member of the Freshmen Orientation Programme (FOP) Committee [e.g. Orientation Group Leader (OGL) or other roles]
- e) Mandatory attendance for the following training programmes which will be held on three weekends (Friday evening to Sunday evening) in July-August 2020
 - i. Peer Mentor Training & Preparation for FOP (I)
 - ii. Peer Mentor Training & Preparation for FOP (II)
 - iii. PGP House Freshmen Orientation Programme

Benefits

- a) One-year accommodation in PGP House, subject to performance as a Peer Mentor.
- b) Eligible up to 30% rebates from hostel fees, subject to performance as a Peer Mentor (reimbursed at the end of each semester).
- c) Gain professional transferable skills and knowledge including leadership, cross-cultural and inclusion skills, communication skills and group facilitation skills.
- d) Enhance your professional network.