

TERMS OF APPOINTMENT

Prince George's Park House (PH) Peer Mentorship Programme (AY2021/22)

ROLE AND RESPONSIBILITIES

The Prince George's Park House (PH) Peer Mentorship Programme provides first year freshmen with encouragement and support as they go through transition to NUS campus life through the Peer Mentors. This programme also provides Peer Mentors the opportunities to acquire transferable leadership and life skills as they engage with their peers and juniors from a variety of backgrounds and cultures.

Peer Mentors are senior undergraduates who exhibit academic proficiency and strong communication skills, time management skills and leadership capabilities. As part of the programme, Peer Mentors will be coached on how to work as a residential team in order to manage issues and challenges, and also to meet the needs of their freshmen mentees.

The following is a representative but not exhaustive, description of responsibilities.

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 PH & NUS.
- b) Providing effective peer guidance in academic studies, life skills and student life.
- c) Collaborating with other student leaders within the same PCT to organise at least one Personal Enrichment workshop (PE workshop) for all PH residents per semester.
- d) Introducing community development opportunities within PH.
- e) Engaging them to participate in dialogues that will achieve and maintain cordial relations and cross-collaborations.
- f) Serving as a positive role model.
- g) Being involved and involving mentees in organising PH level events such as NUS Open Day and Hall Open House to create a vibrant, inclusive, and familial community.

Peer Mentoring to Freshmen

Provide structured mentoring programmes in the following –

- a) Facilitate at least two regular meetings and mentoring activities per month with the mentees, which can be one-to-one or in small groups.
- b) Conduct peer coaching to help residents with their social and psychological well-being.
- c) Prepare on-going monthly reflective journals that will document the mentoring and interaction with the mentees.
- d) Utilise the network of Peer Mentors, Resident Assistants, Student Council Members and other seniors in PH to properly provide mentoring to mentees.

Pastoral Care Duty

- a) Foster a sense of belonging among residents and assist in the development of community living within the cluster.
- b) Organize at least two regular bonding sessions per month between the Peer Mentors, mentees, and residents. These sessions can be within the cluster, PCT or at the block level.
- c) Provide proactive pastoral care to all residents in the assigned cluster. Take care of residents' physical and emotional well-being.
- d) Take charge in promoting an environment conducive to harmonious living within the cluster.
- e) Maintain a safe and secure cluster environment (e.g. remind residents on visitor policy and ensure all fire escape doors remain closed at all times).
- f) Report suspicious activity or any breach of housing guidelines to Resident Assistants (RAs) / Resident Fellows (RFs).
- g) Act as Fire Warden during fire drills and actual fire breakouts.
- h) Organize mail collection within the cluster. Responsible for signing out and returning of cluster mailbox key to PGPR Management office.
- i) Assist the PH Management in contingency management (e.g. dissemination of important information related to Covid-19 to his/her cluster and etc.)

Policy Enforcement

Assists in enforcing University housing guidelines and refer misconduct to RFs and appropriate authority in Prince George's Park Residence.

Trainings and Meetings

As part of the Peer Mentors' training and development plan, attend ALL trainings programmes that are required and deemed necessary by PH. These training programmes and meetings could be held in both formats, namely (**online, both synchronous and asynchronous**) and **face-to-face**)

- a) Leadership Programme(s) for Student Leaders and
- b) Freshmen Orientation Programme Pre-camp and
- c) Freshmen Orientation Programme and
- d) PCT Monthly Meetings and
- e) Proactive Pastoral Care Symposium (once per semester)

The above trainings programmes and meetings are non-exhaustive. PH may propose additional training where applicable and required as part of Peer Mentors' training and development. **Please note that the above trainings and meetings may be conducted via virtual channels. Attendance and active participation is still required.**

Information Resource

Provide residents with information and referrals –

- a) Be familiar with University and community resources. Refer residents, when appropriate, to respective campus and community agencies.
- b) Refer any media requests for comments to Resident Fellow(s) and House Managers at PH.

TERMS OF APPOINTMENT

Peer Mentors are appointed by PH and report directly to the Resident Fellows (RF).

1. The Peer Mentor position is a one-year student leadership opportunity, subject to satisfactory performance review by the PM Lead and RFs. Performance review will take place every semester.
2. Peer Mentors are expected to stay in PH and through the last day of his/her appointment. The Peer Mentor needs to give the PM Lead and his/her RF at least

(2) month notice period if he/she intends to discontinue his/her appointment as Peer Mentor.

3. Peer Mentors who are not renewed, stepping down, terminated from Peer Mentor duties, or terminated / withdrawn from the university are expected to take all necessary steps to secure their own accommodation after they relinquished their role.

EXPECTATIONS OF PEER MENTORS

Peer Mentors are expected to:

1. Demonstrate exemplary conduct and execute their duties and responsibilities in a mature, rational, consistent and fair manner.
2. Discharge their duties and responsibilities fully and up to the end of the term of appointment.
3. Adhere to the guidelines as stipulated in the Housing Agreement and PH Peer Mentor Terms of Appointment.
4. Display a high level of honesty, integrity and trustworthiness at all times.
5. Work closely with the Master, RF and OHS to maintain high standards of residential life in the residence.
6. Attend ALL training programmes and workshops, Peer Mentor activities, and meetings convened by the Master and the RFs.
7. Not hold another position in the Student Council or apply as a Resident Assistant (RA).
8. Download Telegram and check it regularly as it will be used as the official channel of communication for matters relating to Peer Mentorship Programme and PH.
9. Peer Mentors are also fellow residents and seniors to the freshmen and are expected to assist and guide, rather than to rule over them.

ETHICAL BEHAVIOUR AND DATA SECURITY

1. Peer Mentors should abide by the **NUS Student Leaders Handbook and Framework for Freshmen Orientation** (found in NUSync) and **Code of Student Conduct** as reflected on <http://www.nus.edu.sg/osa/resources/code-of-student-conduct>
2. Peer Mentors should also be familiar and abide by the NUS PDPA Guidelines for students as shared in <http://www.nus.edu.sg/opc/personal-data-protection/nus-data-protection-policy>

3. All information accessed during the Peer Mentor's term of appointment should not, at any time during or after the termination of appointment, be used or disclosed to any third party.
4. Such information includes personal data and information of students, as well as all forms of electronic storage and communications available on campus.

BENEFITS

1. One-year accommodation in PH, subject to performance as a Peer Mentor.
2. The offered room can be air-conditioned or non-air-conditioned depending on the needs of the Peer Mentorship Programme and the availability for each room type.
3. Up to 30% rebates from hostel fees, subject to performance as a Peer Mentor (reimbursed at the end of each semester). The rebate is **not** a guaranteed entitlement but awarded according to the PM's commitment to the programme and his/her performance as a Peer Mentor.
4. Gain professional transferable skills and knowledge including leadership, cross-cultural and inclusion skills, communication skills and group facilitation skills.
5. Enhance your professional network.

DISCIPLINARY MATTERS & TERMINATION OF APPOINTMENT

1. PH reserves the right to terminate the Peer Mentor's term of appointment should any arising circumstances incapacitate the Peer Mentor from fulfilling his/her duties and responsibilities for a reasonable length of time or affect the standard of residential life.
2. Insubordination, or failure to fulfil the roles and responsibilities, terms of appointment and expectations as a Peer Mentor will subject the Peer Mentor to disciplinary action which may result in the following:
 - a) Immediate termination of the appointment,
 - b) Withdrawal of accommodation in PH,
 - c) Nullification of previous record as a Peer Mentor, and
 - d) Paying charges for part or whole of the hostel fee for the period of appointment as Peer Mentor.
3. Should a Peer Mentor be found to have violated any of the NUS policies and guidelines, the Peer Mentor may be subjected to a disciplinary inquiry.
4. If a Peer Mentor is found to have committed any housing offences listed under the Demerit Point Structure, the Peer Mentor will be subjected to **double the**

number of points listed for each violation/offence under the Demerit Point Structure.

5. The above list is non-exhaustive. PH and the University reserve the right to mete out disciplinary action when deemed necessary.

6. This appointment will lapse immediately in the event where a Peer Mentor is no longer regarded as a full-time NUS student.

I have **accepted** the appointment as PH Peer Mentor under the terms and conditions as outlined in these terms of appointment which I have read and fully understand. I agree to abide by all these terms and conditions as well as all applicable University policies and procedures relevant to my appointment.

(Signature)

Name: _____

Matriculation Number: _____

Date: _____