

## **S2S Research Assistant**

**Department: Student Counselling Service**

**Duration: 6-month Contract**

**Salary: pro-rata to: €21,850**

**Closing date: 12 noon on Monday 21<sup>st</sup> January, 2013**

### **Department Information**

Student2 Student (S2S) is an initiative hosted under the Student Counselling Service and the Senior Tutor's Office, and is based in the Student counselling Service (SCS) offices. S2S is the student-led branch of the SCS and it is a dynamic environment in which to work.

In 2012/13 S2S offered Peer Mentors to every incoming undergraduate honours degree student and visiting student in the College. Mentors work in pairs with groups of up to 30 students to ensure they feel welcome during orientation, can ask any questions or discuss any concerns they have and are able to get to know other class members before lectures begin. Mentors continue to organise social and study skills activities throughout the first time and stay in touch with their group members right the way through to their end of year exams.

We also have a highly trained team of Peer Supporters available for all undergraduate and postgraduate students. 430 students are volunteering with the S2S programme this academic year.

The S2S initiative runs in line with strategic objective 4.7 of College to enhance and extend Student Support Services which contribute to the overall student experience, objective 4.9 of College to ease the transition of new students into full membership of the College community and objective 4.2 of College to encourage civic engagement and volunteering among members of the College community.

S2S urgently requires a research assistant to design and implement quality assurance measures within the service. The successful candidate's role will be to ensure that all current practices within the Peer Mentoring and Peer Support activities run by S2S are as accessible and inclusive as possible, and that the first year experience is enhanced significantly by the S2S programme. This is a fixed 6-month contract specifically aimed at establishing any

programme improvements that should be made to S2S, and determining how important the programme is for the College in terms of achieving the strategic objectives outlined above.

### **Job Description**

- Designing, implementing and analysing 2 surveys a year (in Michaelmas term and in Trinity term) aimed at JF students engaged by the S2S mentor programme.
- Regular logging and analysis of all S2S volunteer activity, including follow-up work with S2S volunteers when necessary
- Close liaison with all other Trinity College departments engaged with strategic objectives 4.2, 4.7 and 4.9, to ensure S2S is working well collaboratively with them, and achieving the best overall outcome for the student population through their working relationships with these departments.
- Attending regular S2S Committee, Head Mentor and Peer Supporter meetings, and acting as secretary at these meetings when required
- Encouraging and maintaining email communication with all S2S volunteers.
- Advising the S2S co-ordinator on programme developments and improvements and ensuring that action is taken.
- Assisting in the recruitment of S2S volunteers and the allocation of their groups/responsibilities.
- Providing assistance during training sessions and following up with evaluation of feedback
- Updating training manuals and policy & procedure documents in light of student feedback, best practice guidelines and legislative requirements.
- Any other reasonable duties as required by the S2S co-ordinator or the Director of Student Counselling Services.

## Required Skills

- Excellent IT Skills with proficiency in MS Office applications (including Word, PowerPoint, and Excel), Survey Monkey, and Internet and social network sites.
- Excellent organisational and time management skills.
- Exceptional interpersonal, communication and presentation skills – both written and oral
- The ability to establish rapport with others including students, tutors, and College academic and administrative staff.
- Resourceful and motivated with an ability to demonstrate initiative, enthusiasm and dependability.
- Willingness to work during evening hours as required. Time off in lieu will be agreed for this work.
- A good understanding of the organisational structure of the College.
- Ability to maintain a non-judgemental approach.
- Willingness to adhere to a strict confidentiality agreement.
- Flexibility.
- Ability to work independently and to participate well as a member of a busy and vibrant team.

The successful applicant may be required to engage with vulnerable students, and to submit to Garda clearance in line with the College's Child Protection Policy.

Informal enquiries can be made to Ralph Astley S2S Coordinator (0) 896 1407 or by email to: [astleyr@tcd.ie](mailto:astleyr@tcd.ie) and further information is available from: [http://www.tcd.ie/Student\\_Counselling/student2student/](http://www.tcd.ie/Student_Counselling/student2student/)

Candidates are asked to send a covering letter outlining their interest, together with a full CV to include the names and contact details (email addresses if possible) of 3 referees to: Rosalind Agnew, Student Counselling Service, 7-9 South Leinster Street, Dublin 2 (preferably by email to: [agnwr@tcd.ie](mailto:agnwr@tcd.ie) )

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