



MCAST

Job Description	
Job Title	Student Mentor on ESF. 02.058
Department/Institute	Office of the Deputy Principal – VET Social Sciences
Reporting to	Deputy Principal – VET Social Sciences
Main Objective	To mentor and support students prior to and during their learning journey.

1. To mentor and support students on a day to day basis throughout their learning journey in various aspects including the social and academic aspect. This includes planning their studies, managing their time, dealing with deadlines, overcoming challenges;
2. To visit, support and mentor students when they are on work based learning or have activities or learning experiences outside MCAST, as necessary;
3. To monitor students on aspects of attendance and submission of assignments;
4. To organise, coordinate and monitor activities and systems which enhance student engagement;
5. To develop tools and resources related to profiling and identifying potential drop outs;
6. To collaborate closely with a research team, giving data and feedback as necessary;
7. To log activities and data in systems such as profiling;
8. To identify potential drop outs and provide alternative study options;
9. To work as part of a multidisciplinary team and actively give input from a youth work perspective;

10. To create various opportunities for students to develop as responsible citizens and nurture their own well-being;
11. To mentor, coach and support students and encourage social inclusion;
12. To support young people, offering practical and emotional support and help them to develop skills to make positive changes in their lives;
13. To prepare regular reports on work being carried out;
14. To perform any other duties which may be assigned from time to time;
15. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.



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“Investing in human capital to create more opportunities and promote the well-being of society”

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