



MCAST

Job Description	
Job Title	Student Mentor
Department/Institute	Deputy Principles VPET-Technology &Applied Sciences and Arts &Social Sciences
Reporting to	Director-Student Support Office and liaising with the respective Institute Directors
Main Objective	To mentor and support students prior to and during their learning journey.

1. To work as part of a multidisciplinary team and actively give input from a youth work perspective.
2. To mentor and support student on a day to day basis throughout their learning journey in various aspects including (CSR) and academic aspect. This includes planning their studies, managing their ,dealing with deadlines, overcoming challenges:
3. To visit, support and mentor students when they are o work based learning or have activities or learning experience outside MCAST ,as necessary:
4. To assist in supporting students during application process and provide them with information on the institute courses.
5. To monitor students on aspects of attendance and submission of assignments;
6. To organize, coordinate and monitor activities and systems, which enhance students' engagement and students' inclusion, and which may include mentoring and coaching.
7. To develop tools and resources related to profiling and identifying potential drop outs;
8. To log activities and data in systems such profiling;
9. To create various opportunities for students to develop as responsible citizens and nurture their own well-being.
10. To support young people, offering practical and emotional support and help them to develop skills to make positive changes in their lives;
11. To prepare regular reports on work being carried out;
12. To perform any other duties which may be assigned from time to time;
13. The list of duties can change according to the exigencies and demands of Mcast within the same grade of the post.