

Role Description:

Mentors are a voluntary role and may be academic or professional staff members at the University of Melbourne. In this role, you will be responsible for providing advice and assistance to students for the duration of their activities, during the design process, and in the delivery and acquittal process for funded activities.

Responsibilities:

- Provide advice as required during the design of the activity project proposal;
- Assist with facilitating the connection between students and potential partner organisations; for instance, through recommendations, coaching or introductions. Students are responsible for seeking a partner organization's initial approval and support of the activity; which will be specified in the application form;
- Read and endorse the application;
- Where requested by students, provide guidance and support during delivery of the engagement activity; and
- Guide students to address any significant obstacles.

Considerations:

During the design of an engagement activity project proposal, it is recommended mentors and students discuss the activity, aims, timeline, and budget and consider:

- Partnership opportunities
- The clarity of objectives and outcomes
- [Risk assessment and management processes](#)
- Compliance issues
- [Intellectual property](#)
- [Travel policy](#) - if applicable, ensuring travel insurance is applied through the [online student travel insurance](#) system (speak to grants team for instructions to apply)
- [University branding](#)

Support:

Please contact the Student Engagement Team: ssaf-grants@unimelb.edu.au for further clarification and support.