

Student Host: Position Description



Student Hosts are a first year student's introduction to life at Melbourne Uni. Each host is assigned to a group of around 12 students in the same course. We assign the groups a couple of weeks before Orientation so that you can communicate with your group online and by phone, to answer any questions, calm their pre-orientation nerves, and let them know where to meet on the day.

At Orientation you will run some introductory activities, lead a campus tour, get your group involved in some of the events being run by the Student Union and Services, and generally help people get to know one another and learn about life as a uni student. To help the group bond, you'll meet again two days later for a coffee, a catch up, and a browse around the Clubs & Societies Carnival. And for a few weeks after Orientation, you'll be your group's contact person: a friendly and knowledgeable later-year student who can answer questions and help them settle in to uni.

Don't worry if you've never done anything like this before! We run a three-hour training session to help you in all aspects of Hosting, including group interaction, campus knowledge and how to plan a tour.

The Orientation Program is coordinated by Transition & Orientation Programs, part of student services, and we work in partnership with faculties, student centres, other student services, the student associations and the Hosts to make it all happen.

Host selection

If you have not been a Student Host before, you need to attend a group interview sometime in October. The 30-minute interview includes a number of group and individual activities.

Selection criteria

- Confidence, friendliness and enthusiasm
- Clear speaking and communication skills
- Ability to participate in a group
- Listening and observation skills
- Reliability and commitment to Orientation
- Sensitivity to people of many different cultures and backgrounds
- Demand for hosts in each course/faculty

Attendance requirements and time commitment

- 30 minute interview in October this year
- 3 hour training session in late January or early February 2010 (or 2 hour refresher if you have hosted before)
- 6 hours of hosting on the first day of Orientation, Tuesday 23 February
- 2 hour group catch-up on the third day of Orientation, Thursday 25 February
- Regular communication between you and Transition & Orientation Programs, and between you and your group, in the weeks leading up to Orientation
- Keep in touch with your group for the first few weeks of Semester 1

Benefits for Hosts

- Be part of a huge event, make new friends with other Hosts and with new students
- Develop transferable and demonstrable skills in communication, leadership, time management, organisation and group facilitation
- A letter of thanks from the Provost
- A gift voucher
- A Host Program t-shirt
- Opportunity to be involved in planning some Orientation events
- Opportunities to be involved in other campus volunteering, eg Open Day Guides