

Online Mentor

Job Description 2022

ABOUT IMMERSE EDUCATION

Immerse Education is a leading provider of academic programmes that take place in Cambridge, Oxford, London and online.

We welcome students aged 13-18 to study a wide variety of subjects, provide an introduction to advanced study and insight into university life. During our two-week residential programmes, participants live and study in colleges of Cambridge and Oxford University, or University of London and balance a challenging academic programme with an action-packed schedule of social and cultural activities.

Our online programmes are offered throughout the year and are delivered by expert tutors and leading academics using the most innovative online platforms.

Each year we welcome students from over 100 different countries and our programmes have been recognised by a number of awards and accrediting bodies including The Queen's Award for Enterprise, the British Accreditation Council, BETA and ROSPA.

ROLE BACKGROUND

The pastoral care provided by Immerse is what sets us apart as an industry-leading academic short courses provider and is an element of the programmes that we value highly and take very seriously.

We are looking for outgoing, friendly and responsible individuals who are comfortable managing small groups of students from a variety of backgrounds in an online environment.

The role of a mentor for online programmes is aimed to give participants an opportunity to meet undergraduate students from top UK universities in an academically stimulating and fun environment.

The mentor responsibilities will be varied depending on the online programme but normally would involve leading short one-hour sessions for students joining from all around the world.

PROGRAMME AVAILABILITY

Our online programmes are available throughout the year, though the most popular time for enrolments is during school holidays.

You will be asked about your availability during the application process.

REQUIREMENTS

- Current or recent student at a Russell Group University (essential)
- Relevant experience of residential summer schools or summer camps (desirable)
- Relevant experience in events and/or customer service (desirable)

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PERSONAL QUALITIES

- Applicants should be extremely organised, efficient and flexible, and able to work in a busy, fast-paced and often challenging, summer school environment
- Adaptability, integrity, enthusiasm, sense of humour and patience
- Have an innate ability to work with children of all ages
- Be pleasant mannered and personable with a professional demeanour
- Be flexible in working times as early starts/late finishes may be necessary during peak times
- Be self-motivated to achieve the highest standards in all things, particularly with regards to the quality of experience participants receive
- Enthusiasm to get involved in all activities and ensure participants have an unforgettable experience with Immerse Education

PROGRAMME TYPES & RESPONSIBILITIES

Online Insights (*group-based online classes during school holidays*)

- Delivering engaging one hour long activity sessions for one hour each day, Monday to Friday.
- Contribute to developing a varied and enriching activities schedule for participants.
- This programme takes place on set dates during school holidays throughout the academic year. The duration of the programme is one to two weeks depending on the dates.

UniPrepare (*free-to-use online platform with premium coaching option*)

- Lead one hour long webinars and Q&A sessions about your experience as an undergraduate student in a top UK university
- Schedule 1:1 meetings with matched students to share useful tips and insights on the application process
- The webinars will be on set times during the week and will be rotated between different mentors to maximise the variety of content being delivered during a month
- This programme will offer opportunities to lead online sessions throughout the year

APPLICATION PROCESS

1. Please complete the online application form which will require you to attach your CV.
2. Long-listed applicants will be invited to complete a short video-recording interview.
3. Short-listed applicants will then be invited to an online webcam-based interview.
4. Successful candidates will undergo an enhanced DBS check and must provide a copy of their identification (e.g. passport, driving lessons) for our records.