



**Connecting and
challenging the world's
brightest young minds**

IGGY Student Mentors / Moderators

IGGY is looking for a number of postgraduates to take on the paid role of IGGY Student Mentor / Moderator

We are looking for enthusiastic, responsible and reliable postgraduates to join our team and contribute to IGGY's online learning community.

IGGY caters for the brightest young people aged 13 – 18 around the world. Our new website launched in October 2012 and offers members high quality content and the opportunity to connect with other gifted students and top academics across the world. IGGY sets challenges and projects that take members beyond school and connect them to real issues. We're based at the University of Warwick and we want to work with the University's top students and academics in order to provide the best support for our IGGY members.

Student Mentors encourage IGGY members to engage with a range of challenging academic content as well as supporting IGGY to be a safe community.

Student Mentor / Moderator responsibilities include:

- **Community Support:** Offer feedback, advice and guidance to IGGY members online; Provide feedback to the IGGY team on user experience; Answer member questions; Foster intercultural communication and collaboration.
- **Content Creation:** Assist the IGGY content team in creating online activities and content; Offer case studies e.g. your own educational experience, career choices, sharing research activities etc.
- **Content Support:** Prompt discussion and debate online; Monitor online projects; Lead on and contribute to forums; Provide academic feedback on members' work.
- **Workshops:** Deliver academic workshops to groups of students within schools or during University visits; Lead live online classrooms for members.
- **Academic Coaching:** Provide on-going tutoring to small groups of school students suitable to their needs and abilities.
- **Moderation:** Work regular moderation hours (in the evenings and at the weekends) ensuring all user generated content submitted to the site adheres to IGGY's Community Rules and reporting any potential child safeguarding concerns to IGGY following our escalation process.

We are looking to appoint Student Mentors / Moderators who can specialise in several of these key areas; you will not be required to do them all. In this recruitment cycle we are especially interested in people who can specialise in moderation and in the delivery of workshops and academic coaching.

Requirements:

- Postgraduate student enrolled at the University of Warwick
- Understanding of e-learning and social networking sites
- Ability to display a creative and logical approach to learning
- Previous experience of online mentoring and/or moderation desirable
- Experience of working with young people essential
- Excellent communication skills with a friendly and supportive attitude
- Must complete a DBS (formerly CRB) check

Further information:

- Student Mentors / Moderators are required to work between 4-6 hours per week
- Moderation hours are scheduled (evenings and weekends), remaining hours can be varied and flexible
- All online work (including moderation) can be done from anywhere with a reliable and secure internet connection
- For face-to-face sessions away from Warwick University campus travel will be organised or costs reimbursed
- All student mentors/moderators need to be available for training on Thursday 11 July (all day, on campus)
- All student mentors / moderators need to start their role on or before Friday 26 July 2013
- Minimum commitment is one year from appointment
- Standard payment is £10 per hour

Application Process:

To apply, please email your CV and a letter of application telling us what experience you have that is relevant to mentoring / moderating young people online and face-to-face, how you would be helpful when mentoring in your particular subject and why you would like to be involved in IGGY, to Jo Higbee at J.Higbee@warwick.ac.uk, the Community Manager at IGGY. If you have any queries prior to submitting an application, these can also be sent through to Jo.

- The closing date for applications is **5.30pm on Tuesday 18th June 2013**.
- Candidates who are invited to come to interview will be contacted on **Friday 21st June 2013**
- The interviews will take place on **Monday 24th or Tuesday 25th June 2013**