



Educational Institute:	American University of Malta
Policy Title:	Volunteer & Career Services Policy
Policy Ref:	VER3-VCSP
Effective Date:	16-07-24
Responsible Office	Office of Student Affairs (OSA) & Industry Outreach Committee (IOC)
Responsible Executive(s)	Director of Student Affairs, VP, HRM. QAM

Scope:

The AUM Student Volunteer and Career service policy aims to cultivate a culture of community service, engagement with society and to offer personal and professional development soft skills opportunities to students who have completed at least one semester of study at AUM. This policy outlines the structure, expectations, and guidelines for participation in this initiative.

Opportunities for personal and professional growth will be offered throughout the academic year. Participation in such initiatives allows students to develop critical skills such as leadership, teamwork, time management and inter-cultural communication awareness. Moreover, volunteering fosters a sense of social responsibility and community engagement, thus enriching the student experience beyond academic learning.

For the university, these initiatives enhance the institution's reputation by showcasing a commitment to producing well-rounded resilient graduates who have the capacity and capability to contribute positively to society. Additionally, this initiative helps to build strong community relations in Malta and creates a supportive campus environment, ultimately fostering a culture of inclusivity and collaboration and cohesion among the student cohort and Maltese society in general.

2. Objectives:

Community Engagement:

- Encourage students to actively participate in community service.

Develop and Improve Soft Skills:

- Provide opportunities for students to develop leadership, teamwork, intercultural awareness and professional skills.

Enhance Employability:

- Enhance students' resumes and employability prospects through meaningful volunteer experiences.

Promote Personal Growth:

- Foster personal growth and build mental resilience through exposure to diverse experiences and challenges.

Student Advocates:

- Develop and nurture cohesive student advocates who are proud of their university.

3. Eligibility:

All fully enrolled undergraduate and graduate students of good academic and non-academic standing who have completed at least one semester are eligible to participate.

4. How to Apply:

Registration:

- Students must complete a registration form and personal flexibility skills test as part of the selection process with the OSA. See appendices 1-3.
- Registration requires a brief personal statement by the applicant outlining why they should be considered for the AUM Volunteering & Student Development initiative.

Preparation:

- All participants must attend a mandatory preparatory session covering initiative expectations and their input needed to achieve same.

Volunteering Opportunities

- A variety of volunteer opportunities will be available through partnerships with local non-profits, community organizations, and university events and initiatives.
- Students can choose opportunities based on their interests, skills, and availability and discuss their needs, wants and wishes with the Director of Student Affairs directly or via email on studentaffairs@aum.edu.mt

Training and Support

- Training sessions will be provided for specific volunteer roles and interconnected with the OSA career guidance workshops and resources available to all students here; [Office of Student Affairs | AUM Malta](#)

5. Expectations and Responsibilities

Commitment:

- Students are expected to commit to the volunteer opportunities they sign up for and complete same.

Professional Conduct:

- Maintain professional behaviour, respect confidentiality, and follow the guidelines as set forth by the University.

Feedback and Reporting:

- Partake in a pre and post appraisal and reflection report after each completed initiative.

Initiative Coordinator:

- The Office of Student Affairs will lead this initiative and ensure a diverse range of volunteering opportunities for students throughout the academic year.
- Provide training and support to student volunteers as and when needed.
- Monitor and evaluate the initiative's effectiveness with internal and external stakeholder groups, appraise students input and output and encourage participants to keep a reflective log of their experiences.

6. Benefits for Students

Certificate of Participation:

- Issued to students who successfully complete their event or initiative.

Recognition:

- Outstanding volunteers will be recognized in university publications and at an annual awards ceremony.

Continued Professional & Personal Development Opportunities:

- Opportunities to develop soft and hard skills relevant to various career paths and entry onto the AUM student development initiative (SDP) for paid part-time positions at the University.

7. Evaluation and Feedback

- Regular feedback will be sought from students and partner organizations to continuously improve the initiative.
- An annual survey will be conducted to assess the initiative's impact on students' personal and professional development.

8. Code of Conduct

- Adherence to AUMs student code of conduct is mandatory.
- Any form of misconduct may result in dismissal from the initiative.

9. Health and Safety:

- Volunteers must always adhere to health and safety standards when participating in volunteering and or the student development initiative.
- Any incidents or safety concerns must be reported immediately to the Office of Student Affairs.

10. Confidentiality:

- Volunteers must maintain confidentiality regarding sensitive information encountered during their service.

11. Policy Review

- This policy will be reviewed annually by the Office of Student Affairs to ensure it remains relevant and effective in achieving its objectives.

12. Contact Information

For questions or further information, please contact the Office of Student Affairs via email on studentaffairs@aum.edu.mt or visit the Office of Student Affairs in person on level two room 206.

By participating in the AUM University Student Volunteer and Career Initiative, students agree to abide by the guidelines and expectations outlined in this policy.

Last reviewed by the Director of Student Affairs July 2024

Appendix 1 AUM Volunteer & Student Development Application Form

AUM Student Volunteer and Student Development Initiative Application Form	
Personal Information:	
1. Name:	_____
2. Student ID:	_____
3. Email Address:	_____
4. Phone Number:	_____
5. Address:	_____
Academic Information:	
6. Major:	_____
7. GPA:	_____
8. Expected Graduation Date:	_____
Initiative Preferences:	
9. Initiative of Interest (Please check one):	<ul style="list-style-type: none"><input type="checkbox"/> Student Volunteer Initiative<input type="checkbox"/> Student Development Initiative
10. Availability (Please check all that apply):	<ul style="list-style-type: none"><input type="checkbox"/> Fall Semester<input type="checkbox"/> Spring Semester<input type="checkbox"/> Summer Session<input type="checkbox"/> Full Academic Year
Essay Questions:	
11. Why are you interested in participating in the AUM Student Volunteer and Student Development Initiative? (100-200 words)	
[Your Response]	
12. What skills, experiences, or personal qualities do you possess that make you a suitable candidate for this initiative? (200-300 words). Please use a separate sheet of paper and include your Resume and or CV with the application.	
References:	
13. Please provide the names and contact information of at least one reference who can speak to your character, work ethic, and qualifications for this initiative.	
a. Reference 1:	
Full name: _____	
Phone Number: _____	
Declaration:	

I hereby declare that the information provided in this application is true and complete to the best of my knowledge. I understand that any false statements or omissions may disqualify me from the AUM Student Volunteer and Student Development Initiative.

Applicant's Signature: _____ **Date:** _____

Submission:

Please submit this completed application form along with your resume and any additional documentation to the Office of Student Affairs, Room 206, Level 2 or by email on studentaffairs@aum.edu.mt. Closing date for Fall 24 Applications 13/09/24. Closing date for Spring 24 Applications is the 17/01/2024.

For all inquiries or further information, please contact the Director of Student Affairs, via email on dave.oshaghnessy@aum.edu.mt

Appendix 2. Student Appraisal Form:

Student Appraisal Form

Use this form to rate the student volunteer in each category listed. Study the job description and this form before interviewing & appraising the student. First you are asked to weigh the value of each category to the role being applied for, and then circle the applicant's ability rating in each category. Multiply the two scores to get the total for each category. Add the category totals to reach the applicant's total score. Be sure to use the same value ratings for each candidate applying for the job.

VALUE FACTOR RATINGS

1 = No value 2 = Minimal value 3 = Important 4 = Very important 5 = Most important

APPLICANT'S ABILITY RATINGS

1 = Unsatisfactory 2 = Barely satisfactory 3 = Satisfactory 4 = Above average 5 = Outstanding

SKILLS & KNOWLEDGE

The extent to which the applicant has the practical / technical knowledge required by the position. makes an effort to constantly improve himself or herself.

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

RESPONSIBILITY

The extent to which the applicant has shown integrity and responsibility in the workplace & community.

Value Factor:	<i>(Lowest)</i>	1	2	3	4	5	<i>(Highest)</i>	Total	
Applicant's Ability:	<i>(Lowest)</i>	1	2	3	4	5	<i>(Highest)</i>	X Total	
CATEGORY TOTAL (Value X Ability):									

COMMUNICATION

The extent to which the applicant has shown oral or written communication skills. Ability to listen well and work as a team member. Pleasant personality.

Value Factor:	<i>(Lowest)</i>	1	2	3	4	5	<i>(Highest)</i>	Total	
Applicant's Ability:	<i>(Lowest)</i>	1	2	3	4	5	<i>(Highest)</i>	X Total	
CATEGORY TOTAL (Value X Ability):									

INITIATIVE

The extent to which the applicant has the potential to work independently or with minimal supervision.
Self-starter who seeks out opportunities.

Value Factor:	<i>(Lowest)</i>	1	2	3	4	5	<i>(Highest)</i>	Total	
Applicant's Ability:	<i>(Lowest)</i>	1	2	3	4	5	<i>(Highest)</i>	X Total	
CATEGORY TOTAL (Value X Ability):									

STABILITY

How stable is the applicant? (i.e., number of jobs in the past years, length of time at last jobs, emotional)

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

MOTIVATION

How motivated is the applicant? Are they goal oriented? Will they work hard for our company?

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

FLEXIBILITY

Ability of the applicant to “roll with the punches”, accept diverse assignments, and manage change.

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

CREATIVITY

How creative is the applicant? (problem solving, suggestions, innovation, etc.)

Value Factor:	(Lowest)	1	2	3	4	5	(Highest)	Total	
Applicant's Ability:	(Lowest)	1	2	3	4	5	(Highest)	X Total	
CATEGORY TOTAL (Value X Ability):									

TOTAL VALUE POTENTIAL (Sum of All Category Totals):

Applicant's Name: _____

**Interview
Date:** _____

Reviewer's Name: _____

Date: _____

**Reviewer's
Comments:**

Appendix 3. Volunteer Personal Flexibility Skills Test

OFFICE OF STUDENT AFFAIRS STUDENT VOLUNTEER AND DEVELOPMENT INITIATIVE PERSONAL FLEXIBILITY SKILLS TEST

Are You Ready for Change?

These sample questions come from one of several tools that the OSA uses in our assessment and development initiatives. The focus of this tool is on development. Each of the questions represent several types of actions you must take in your career and/or job and relates to the business situation you might use. Within each section (A, B, C, and D), read the questions and choose the one response which most closely describes your behavior. To receive results, you must respond to every section (a total of four sections). Your feedback results will be more exact and helpful if you are as truthful as possible. If you rate yourself at or beyond the midpoint, a "3, 4 or 5", on any section, you should be able to describe and document an example of how and when you performed the activity.

Maximum score of 20: (4 sections) X (5 points per section)

SECTION A: Willingness and Ability to Change your Position on Issues	
Points	
1	I am usually willing to change my mind when most of the group disagrees with me.
2	I change my stance on issues when doing so would help others with whom I am associated.
3	I stay informed of various positions and scenarios and make changes as they are needed.
4	I quickly change my stance when there is new and valid information.
5	I keep or alter my position by considering how information and resources apply to situations.

SECTION B: Willingness and Ability to Initiate Action	
Points	
1	In most situations I seek more information before choosing a course of action.

2	I insist on finishing all currently scheduled tasks before starting action on more work.
3	In unfamiliar situations, I readily seek help before acting.
4	In most situations, I start action with just the immediately available information and resources.
5	I willingly consider and examine different methods to carry out objectives.

SECTION C: Willingness and Ability to Make Decisions	
Points	
1	In unfamiliar situations I reach conclusions only after thoroughly studying the available information and resources.
2	I reanalyze all available information when presented with new, valid perspectives.
3	In new situations, I act only after considering possible outcomes and preparing to deal with contingencies.
4	I readily seek alternatives to ensure that I can make valid decisions.
5	I maintain or alter decisions by considering how information and resources apply to situations.
SECTION D: Willingness and Ability to Work with Others	
Points	
1	In tricky situations it is best to take the path of least resistance.
2	I consider others' views once they can provide me with all information and resources.
3	I seek others' input to support my decisions or suggested changes.
4	I actively seek opportunities to neutralize or turnaround difficult challenges.
5	I often offer effective ideas to others despite resistance or risks.