

Professional Mentoring Program

Mentee Position Description 2021-2022

(max 12 positions available)

Position Overview

The Professional Mentoring Program (PMP) is an opportunity for upper-year students in any discipline to be matched with a Mentor who may be a Brescia alumna or community member. Mentoring is a great way to increase your communication and networking skills, help you prepare for your future career, transition into the professional work force, and it's an opportunity for you to develop your skills while learning from someone else's experiences. Mentees will work closely with their mentor, the PMP Student Coordinator, and an SLC Coordinator for the academic year to develop and maintain a positive and supportive mentoring relationship.

Students are matched with a Mentor based on their submitted applications and will not be matched with someone based solely on career goals. Instead Mentees and Mentors are matched on personal fit and ability to learn from one another.

Mentee Functions and Responsibilities

Professional Mentoring Program Mentees will:

- Attend mandatory Mentee training at the beginning of the program
- Attend mandatory ongoing Mentee Meetings each month
- Attend mandatory program events, including Mentor-Mentee Large Group Meetings (approximately 2 per term) and check-in appointments/interviews throughout the year (approximately 1 per term)
- Complete and submit all program activities on-time to the Student Life Centre (SLC) (approximately 1 per month)
- Meet with mentor regularly in-person, on the phone, or through Skype, Facetime, or Zoom as per the completed Mentee-Mentor agreement (minimum once per month)
- Actively contribute to group discussions, providing thoughtful contributions, ideas, suggestions, and examples during Mentee Meetings
- Seek out opportunities to continuously develop mentoring partnership, through networking, idea sharing, etc.
- Evaluate goals at the mid-point and end of the mentoring relationship; creating steps to complete goals that have not yet been met
- Communicate in a professional, courteous, and polite manner, upholding all commitments, and respecting the mentor's time
- Check-in or follow-up with the Student Life Centre if challenges arise or support is needed at any point during the mentoring partnership

Program Length and Commitment

- This program runs from September 2021 –April 2022, with all activities considered mandatory.

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- Time commitment (September 2021 to April 2022): *Approximately 5-10 hours per month during the academic year.* This includes evening Large Group Meetings with all mentees and mentors (approx. two per semester).
 - You are not expected to engage in program activities during holidays, study days, and exam weeks.

Training

- Required training session will take place on **Saturday, September 18, 2021 from 10:00am-2:00pm.**
- Continued professional development and training will occur throughout each term at the monthly mentee meetings and large group meetings.

**Please note that training sessions and meeting times are mandatory, and if you are a successful candidate, you will be expected to keep your schedule clear of classes or other commitments during these times.*

Monthly Mentee Meeting Schedule

Monthly Mentee meetings will take place from 1:00pm-3:00pm on:

- Friday, October 1, 2021
- Friday, November 12, 2021
- Friday, January 7, 2022
- Friday, February 4, 2022
- Friday, March 4, 2022

Supervision

The Professional Mentoring Program Mentees will be advised and supported by the PMP Student Coordinator, and the Coordinator, Student Life and Learning from the Student Life Centre (SLC). Any questions or concerns can be directed to the Coordinator or the Student Life Centre team. Additionally, regular check-ins, updates, and assignments will be communicated and submitted to the Coordinator.

Benefits

This program offers upper year Brescia students the opportunity to develop skills and knowledge for personal and professional growth related to:

- Self-exploration, including increased clarification of goals, values, interests, and skills.
- Greater understanding of career information, occupational trends, and field requirements.
- Job search skills, including the refinement of documents and tools such as the Mentees' resume, cover letter, and LinkedIn profile, as well as interviewing skills and techniques.
- The creation of experiential learning through connections with Mentors and their networks, and the exploration of options related to desired career paths.
- The acquisition of valuable knowledge related to networking, relationship building, and professionalism.
- Enhanced transferrable job-related skills such as professional communication,



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leadership, and organization.

- Building relationships with fellow student Mentees and alumnae/community Mentors to foster learning and skill development.
- Official acknowledgement on your Co-Curricular Record: My Brescia Experience

Qualifications

- Current Brescia student in year 3 or above (as of September 2021) in any undergraduate program
- A cumulative average above 65%
- Strong organization, professionalism, and time management skills
- A willingness to learn, take initiative and follow through
- Strong and consistent commitment to the program and mentoring relationship throughout the academic year
- Understanding that there is a great deal we can learn from people who are in the professional world, even when their position may not be the exact position we hope to attain one day
- Desire to grow and develop a professional network, meet, and learn from new people, and challenge oneself to continue to enhance skills and abilities

Application Process

- To apply, complete the [Professional Mentoring Program Mentee Application](#)
- Complete and submit the online application by **Monday, March 8, 2021 at 11:59pm**
- Interviews will occur between **Thursday, March 11, 2021 - Friday, March 26, 2021**
- All candidates will be notified of their status by **Monday, March 29, 2021**

To request an application in an alternative format, or if you have any questions, please email us at bucstudent.life@uwo.ca.