



## STUDENT LIFE

### **Professional Mentoring Program**

Student Coordinator Position Description 2021-2022

(1 position available)

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#### **Professional Mentoring Program 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 participate in workshops, meetings, and professional development opportunities throughout the year with support from their mentor and the Student Life Centre.

#### **Position Overview**

The Student Coordinator position is a volunteer opportunity for an upper-year student to further their professional development by assisting the Coordinator, Student Life & Learning in administering all aspects of the Professional Mentoring Program. The Student Coordinator will assist with program administration, curriculum development, meeting facilitation, mentee support, and other areas as needed.

#### **Volunteer Functions and Responsibilities**

Professional Mentoring Program Student Coordinator will:

- Co-develop and co-facilitate Mentee training sessions and meetings, as well as the Mentor-Mentee gatherings
- Read and review participants' assignments throughout the program and provide reflective feedback for participants through written communication and/or 1:1 peer-coaching sessions
- Assist the Coordinator, Student Life and Learning with the assessment and evaluation of the Professional Mentoring Program
- Promote the Professional Mentoring Program and other Student Life career education supports to the Brescia student population
- Actively participate and contribute to all meetings, training sessions, and ongoing professional development opportunities provided through Student Life.

#### **Position Term and Commitment**

- This role is an enriched student leader position from September 2021 – April 2022
- Time commitment (September 2021 to April 2022): *Approximately 5-10 hours per month during the academic year.* This includes office hours held in the Student Life Centre and evening Large Group Meetings with all Mentees and Mentors (approx. two per semester). Commitment from April 2021 to September 2021 is minimal.
  - You are not expected to volunteer during holidays, reading weeks, study days, and final exam periods
- Attend bi-weekly 1:1 meetings with the Coordinator, Student Life & Learning



## STUDENT LIFE

- Attending monthly Mentee Meetings and Large Group Meetings, which count as the majority of your volunteer hours for the month

### Training

- Mentee 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
- Encouraged to suggest areas in which mentees could benefit from additional training, and to seek opportunities that broaden and develop various areas of expertise

*\*Please Note: training sessions and meeting times are mandatory, and if you are the 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 Student Coordinator will be advised and supported by the Coordinator, Student Life and Learning from the Student Life Centre (SLC). The Student Coordinator and Coordinator, Student Life and Learning will work closely to co-develop and facilitate the Professional Mentoring Program.

### Benefits

This program offers the Student Coordinator the opportunity to develop skills and knowledge for personal and professional growth, including:

- Skill development with an emphasis on personal goals
- Acquisition of valuable knowledge related to mentorship, networking, relationship building, career development, and professionalism
- Peer coaching, effective feedback, and support skills
- Alongside the Mentees, the Student Coordinator is also matched with a Mentor for the duration of the academic year. Their experience will mirror that of the Mentees, with minimal modifications.
- Opportunity to enhance transferrable job-related skills such as program development and facilitation, public speaking, organization, leadership, as well as professional oral and written communication
- Official acknowledgement on your Co-Curricular Record: My Brescia Experience
- Enhanced leadership among other Student Coordinators in Student Life's Peer Programs
- Building relationships with student mentees and alumnae/community mentors!

### **Qualifications**

- Current Brescia student in third or fourth year of studies (as of September 2021)
- A cumulative average above 65%
- Ideally, candidates will have successfully completed one year as a mentee with the Professional Mentoring Program, but this is not a requirement
- Strong organization, professionalism, and time management skills
- A willingness to learn; strong interest in mentorship, leadership, and coaching
- Ability to work independently, take initiative, and follow through
- Confident, personable, and comfortable speaking in a group setting and one-on-one
- Strong and consistent commitment to the Professional Mentoring Program

### **Application Process**

- To apply, complete the [Professional Mentoring Program Student Coordinator Application](#)
- Complete and submit the online application by **Monday, February 22, 2021 at 11:59pm**
- Interviews will occur between **Wednesday, February 25, 2021 and Tuesday, March 2, 2021**
- All candidates will be notified of their status by **Wednesday, March 3, 2021**

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

