Professional Mentoring Program
Mentee Position Description 2018-2019

<table>
<thead>
<tr>
<th>Position Type:</th>
<th>Volunteer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Administrator:</td>
<td>Brescia’s Student Life Centre (SLC)</td>
</tr>
<tr>
<td>Open To:</td>
<td>Current Brescia Student in year 3 or above (as of September 2018) in an undergraduate program in any discipline</td>
</tr>
<tr>
<td>Time Commitment:</td>
<td>Minimum of five to ten (5-10) hours per month with the potential of increased hours depending on the volume of responsibilities, assignments and events</td>
</tr>
</tbody>
</table>
| Position Dates:        | • September 2018 – April 2019 (official program, all activities mandatory)  
                        | • Note: an early September Mandatory Mentee Training is required |
| Application Process:   | • Submit an online application  
                        | • Interviews will take place Monday, March 19th, 2018 to Friday, March 23rd, 2018  
                        | • Application Deadline: Sunday, March 11th, 2018 |
| Contact:               | To request an application in an alternative format or for any questions, please visit the Student Life Centre or contact us by email at bucstudent.life@uwo.ca |

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 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.

Qualifications:
• Current Brescia Student in year 3 or above (as of September 2018) of an undergraduate program in any discipline  
• Strong organization, professionalism, and time management skills
A willingness to learn, take initiative and follow through
A keen interest in personal development and leadership skills
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 professional network, meet and learn from new people, and challenge oneself to continue to enhance skills and abilities

Professional Mentoring Program Mentees will:

- Attend mandatory Mentee training at the beginning of the program
- Attend mandatory ongoing Mentee Training 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)
- Thoroughly complete and submit all assignments on-time to the Student Life Centre (SLC) (approximately 1 per month)
- Complete the Mentee-Mentor Agreement and Goals, and uphold the expectations, goals, and confidentiality agreed upon by both parties
- Meet with their Mentor regularly in-person, on the phone, or through Skype as per the completed Mentee-Mentor agreement, minimum once per month
- Actively contribute to group discussions, providing thoughtful contributions, ideas, suggestions, and examples
- Seek out opportunities to improve and build mentoring relationship, through networking, idea sharing, etc.
- Evaluate goals at the mid-point and end of the mentoring relationship; creating action steps for goals that have not yet been met
- Communicate in a professional, courteous, and polite manner, upholding all commitments, and respecting 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

Training and Meeting Schedule:
- September 15, 2018 - Mandatory Training (10:00am-2:00pm)
- October 5, 2018
- November 2, 2018
- January 11, 2019
- February 8, 2019
- March 1, 2019

*Please note: Mentee-Mentor large group events will take place throughout the year, the last large group event will be in the beginning of April.

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 arena to develop a number of skills and opportunities for personal and professional growth, including:

- Acquisition of valuable knowledge about networking, relationship-building and time management strategies
- Opportunity to enhance transferrable job-related skills:
  - Professional communication, coordination, and problem solving
  - Initiative, leadership, and organization
- Meet fellow student Mentees and alumnae/community Mentors to build relationships with and share experiences
- Official acknowledgement on your Co-Curricular Record: My Brescia Experience

For any questions, please visit the Student Life Centre (MSJ 119) or email us at bucsstudent.life@uwo.ca.