
Mentorship Coordinator (MC) Job Description

Title: Mentorship Coordinator (EC)

Date: August 2021 – May 2022

Compensation: A semester stipend (paid bi-weekly) from start date in August through last day of spring semester classes in May, working up to 5 office hours per week

I. Reporting Relationships

Position Reports to: Director of Student Engagement and Community Programs and/or other designee within the Office of Student Engagement and Community Programs

Supervisory Responsibility: None

Position Backup is: None

II. Basic Function

The Mentorship Coordinator is responsible for enhancing a vibrant campus life and supporting the undergraduate Women's College student experience. The MC will assist the Director of Student Engagement & Community Programs in developing programming and mentorship initiatives for students, such as the Anchorage Program. The Mentorship Coordinator is essential to the successful implementation of the Anchorage Program and the development of other mentorship initiatives in efforts to enhance the Notre Dame of Maryland University Women's College mentorship efforts for women of the 21st century.

III. Essential Functions

1. Recruit, orient and provide training to all incoming Anchorage members.
2. Maintain application files and create database for all Anchorage participants.
3. Develop a co-curricular track for participation to measure engagement and assess programming.
4. Provide ongoing support and supervision to mentors and mentees. Conducting one-on-one meeting/touchpoints as needed as well as ongoing responsiveness to member questions and concerns.
5. Develop and facilitate ongoing workshops for members throughout the semester.
6. Participate in annual training as required by the Office of Student Engagement and Community Programs.
7. Participate in large-scale university events including Welcome Week, Admissions events, student organization involvement fairs, orientations, etc.
8. Administrative Tasks
 1. Meet with the Director of Student Engagement & Community Programs as needed.

2. Attend all weekly staff meetings, monthly Student Engagement leader meetings and contribute to the efficient functioning of the campus community.
3. Complete necessary reports and forms for planning and assessing programs.
4. Create flyers and promote via social media.
5. Disseminate information (e.g. flyers, posters, informational bulletin boards, newsletters and meetings) in a timely manner.
6. Check your NDMU email and respond within an appropriate timeframe contingent on the urgency of any inquiry or needed information.
9. Other duties as assigned.

IV. Expectations

1. Community Development
 1. Hold office hours per week in designated spaces on the University's main campus.
 2. Assist students with personal, social, and academic issues.
 3. Assist in the development of an educationally supportive environment.
 4. Encourage personal responsibility on the part of every community member.
2. Community Resource
 1. Report all emergencies, high-level situations, and community concerns to your supervisor.
 2. Be familiar with campus and community resources and act as a referral agent for students.
3. Communication
 1. Maintain ongoing communication with the Director of Student Engagement and Community Programs and Graduate Assistant.
 2. Share program needs or student concerns within an agreed upon timely response while exercising confidentiality with sensitive information.
4. Role Model
 1. Be a positive role model in representing the Office of Student Engagement and Community Programs and the University at all times, defined but not limited to things done electronically, behaviorally, and visually.
 2. Must abide by all federal, state and local laws.
 3. Must abide by all University and code of conduct policies

V. Qualifications

- a. Desire to help students succeed and build lasting connections.
- b. The ability to function independently and respond skillfully to stress.
- c. Experience working with diverse populations, encouraging and participating in an inclusive, relationship-based environment
- d. Currently enrolled as a full-time undergraduate student at Notre Dame of Maryland University and have attended at least one full semester as a full-time undergraduate student (sophomore status preferred)
- e. At a minimum, MCs are required to maintain both a 2.5 cumulative GPA AND a 2.5 semester GPA throughout their terms of employment.
- f. A MC cannot be on academic probation.
- g. Must be in good judicial standing:
 - i. Your last judicial issue must be beyond one (1) academic year at time of application date.

- h. Any offered position is contingent on end of year academic AND judicial status and/or these requirements are to be maintained throughout the academic year while in this position