

Adler Graduate School Alumni Association Committee

Job Title: **Mentoring Program Coordinator**

Revision Date: May 2013

Position Overview

The Mentoring Program Coordinator will work in collaboration with the Adler Graduate School Alumni Committee to facilitate communication of alumni mentors and graduate student mentees as well as promote the program to Adler Graduate School faculty and administration. The Mentoring Program Coordinator is an unpaid volunteer position.

Job Responsibilities

The Mentoring Program Coordinator will monitor the agsmentor e-mail box on a frequent basis and respond to incoming communication as needed. For graduate students requesting a mentor, the Mentoring Program Coordinator will e-mail a brief form to the student to fill out and return. The information provided on the form will help with matching a mentee with a mentor.

The Mentoring Program Coordinator will provide reports and metrics to the Alumni Association Committee at the scheduled Alumni Association Committee Meetings or to the president of the Alumni Association Committee as needed.

The Mentoring Program Coordinator will maintain records of the mentors and mentees, updates from the Mentors concerning the status and progress of the mentoring relationship, reports provided to the Alumni Association Committee and other administrative duties as needed.

The Mentoring Program Coordinator will promote the mentoring program to alumni, students, and faculty through periodic communications provided in e-mail announcements or the social media sites

The Mentoring Program Coordinator will assist in the recruiting of alumni mentor volunteers and provide on-going training and support.

The Mentoring Program Coordinator will effectively communicate and collaborate with the Adler Graduate School faculty liaison to address confidentiality, or clinical issues that might arise in the mentoring relationships

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.