

IGNITE MENTOR Position Description

This description is intended to be a guide for mentors to provide a positive mentoring experience, as well as a transparent communication about expectations. If you have any questions, please contact the program leadership for more information.

FUNCTION	TASKS	CONTEXT
<p>Relationship Building</p>	<ul style="list-style-type: none"> • Get to know your mentee; who they are, where they're from, interests, and what's important to them • Meet twice face to face in the first three weeks • Establish a regular schedule of communication • Establish rapport by sharing appropriately from your own life and experience • Initiate communication, particularly in the beginning • Attend campus events with mentee as they are interested 	<p>Simply being in relationship with your mentee and being present for them is your most important job. If your mentee feels known by someone at SU, it fosters their connection and improves their experience.</p>
<p>Campus Resource Connection</p>	<ul style="list-style-type: none"> • Get to know your mentee's goals or help them develop them • Help your mentee advocate for themselves as needed • Ask open ended questions to learn what might be underneath the surface level conversations • Educate yourself about on-campus resources & know where to find answers 	<p>You will likely spend most of your mentoring time on relationship building, but being ready to help with more task oriented support and knowing your resources in case you need them is important.</p>
<p>Communication with the Ignite Program</p>	<ul style="list-style-type: none"> • Keep a communication stream open with your small group leader • Complete the monthly check in survey about how things are going • Read the monthly newsletter • If you reach out three times to your mentee with no response, contact the program coordinator 	<p>Communication is key to the collaborative nature of the Ignite and allows others to support you. Please note, your small group leader is your first point of contact for the program.</p>
<p>Small Group Participation</p>	<ul style="list-style-type: none"> • Attend kick-off event with your mentee, or solo if they can't attend • Consult with your small group leader if you have questions or concerns, or even successes • Use your small group members as a resource • Consider getting together in small groups with your mentees 	<p>Your small group of mentors is a great resource. You can use the other mentors in your group to share tips and problem solve, and to get together for community with your mentees.</p>