

# Position Description

# APUS

**General Information:**    *Position Title:* Mentor  
   *Date Revised:* 1/28/2021

## **Synopsis of Role:**

Mentors, or information-sharers, are volunteer members of the university community who form relationships with students and alumni to provide guidance, information, and share personal experiences with mentees, or information-seekers. The mentor plays an important support role on our virtual campus, and is a professional development opportunity for students and alumni looking to get involved with the university community and enhance leadership skills.

All faculty and staff members must obtain supervisor approval to participate and be in good standing to serve as a Campus Leader.

## **Essential Functions/Intended Outcomes:**

While the mentor role is voluntary, a high-performing mentor completes the following activities:

- Meets virtually with mentees according to an agreed upon communication plan
- Provides ongoing academic and professional guidance to mentees
- Shares helpful onboarding tips to mentees new to the university
- Exhibits willingness to share personal and career experiences and resources
- Maintains active participation in the University Directory and regularly updates profile
- Challenges and encourages mentees to participate in goal setting
- Demonstrates knowledge of new advancements and professional opportunities in their field
- Refers mentee to university staff and faculty for support when needed
- Completes the ClearPath Mentoring - Mentor training in the University Directory
- Provides program feedback to system administrators regularly
- Completes end of relationship requirements when mentoring relationships conclude

## **Professional Development and Critical Competencies:**

- Self-management, leadership, and teamwork
- Administrative and project management
- Critical thinking
- Communication skills
- Organizational knowledge and strategy

## **Recommended Qualifications:**

Active AMU or APU graduate student in good academic standing with a 3.5 or above GPA  
OR demonstrated significant professional, academic, or military experience  
OR alumni of the university  
OR previously completed an academic program at another college or university and enrolled in current courses in good academic standing at AMU or APU