

Emerging Leaders Program Mentor

Position Description

- Attend planning meetings during the Fall and Spring semesters, and Mentor Retreat (Dates and times: TBA)
- Assist in the application, recruitment, interview, and selection process for applicants and future mentors
- Assist in the planning, coordinating, and attending the Emerging Leader reunion, retreat, graduation, weekly sessions, large group activities (Fall and Spring semesters), mentor group socials, and community service projects
- Assist in planning the weekly sessions on Mondays from 3 – 4:30 pm and mentor meetings from 4:30 – 5:00 pm throughout the Spring Semester. If you plan to be absent from an Emerging Leaders session, contact John Race (jrrace@usi.edu) by noon before the session.
- Show respect to the presenter(s) by arriving on time to sessions, being active participants, and providing your undivided attention. Be prepared to present, lead mentoring group discussions, and assist as needed.
- Assist in planning and attend the Emerging Leaders Spring Retreat (Date: TBA), use the transportation provided by USI to and from the retreat location, and participate fully in the event.
- Participate in all assessments related to this program
- Serve in a mentoring role as a role model for participants and
 - Work together as a team, get to know each other and support each other
 - Communicate and discuss ideas with as a group
 - Ask for help from other Mentors, Program Assistants, and Assistant Director when needed
 - Talk with and get to know not just your mentor group, but all participants—we want to make this program is inclusive
 - Overall, facilitate group interaction, lead discussions, and assist participants as needed
- Mentors will complete the following responsibilities:
 - Plan and facilitate two weekly sessions, two program activities (i.e., Welcome Lunch, Retreat, etc.), community engagement projects, social events, and assist with leadership activities and other projects related to Emerging Leaders

Application, Interviews, and Meetings

- **Applications and resumes are due Wednesday, March 29 at <https://usi.presence.io/form/emerging-leaders-mentor-program-assistant-application> (www.USI.edu/EmergingLeaders)**
- Interviews will take place via Zoom or another means after the due date, and selection will follow.
- The first initial planning meeting will be Monday, April 17 at 3:30 pm.
- Planning meetings will occur over the summer (if needed) and be held regularly in the fall based on mentor availability.

Emerging Leaders Program Assistant

Position Description and Responsibilities

- Assist with promotion, recruiting, interviewing, and selecting of the Emerging Leader and Emerging Leader Mentors
- Help create agendas and assist in running bi-weekly planning meetings in the fall and 45-minute planning meetings each week in the spring for the Emerging Leader Mentors
- Assist with developing and coordinating the training schedule for the Emerging Leader Mentors
- Assist the Assistant Director for New Student and Transitional Programs in the supervision of the Emerging Leader Mentors
- Serve as a mentor and team leader to the Emerging Leader Mentors
- Attend and assist in the planning, coordinating, and attending the Emerging Leader reunion, retreat, graduation, weekly sessions, large group activities (Fall and Spring semesters), mentor group socials, community engagement projects, and program assessments
- Attend bi-weekly planning meetings in the fall (date and time to be determined based on Mentors schedule), the Mentor Retreat (date and time TBD), the Emerging Leader Retreat (date and time TBD), and weekly Emerging Leader sessions on Mondays from 3 pm to 4:30 pm throughout the Spring semester followed by a 45-minute planning meeting each week.

You must have served as an Emerging Leader Mentor or have other group leader experience to be eligible for this position.

Application, Interviews, and Meetings

- **Applications and resumes are due Wednesday, March 22 at <https://usi.presence.io/form/emerging-leaders-mentor-program-assistant-application> (www.USI.edu/EmergingLeaders)**
- Interviews will take place via Zoom or another means after the due date, and selection will follow
- The first initial planning meeting will be Monday, April 17 at 3:30 pm.
- Planning meetings will occur over the summer (if needed) and be held regularly in the fall based on mentor availability.