JOB DESCRIPTION

Mentorship Coordinator

Definition of Class
The incumbent of this position develops and implements mentor programming for the Leadership-Mentorship Collaborative program. The incumbent solicits volunteer mentors and assigns mentors to various student scholars including Ole Miss Women’s Council, Ole Miss First, and Lott Institute scholars. The incumbent also conducts one-on-one mentoring sessions and coordinates various scholar programming while exercising independent judgment and a high degree of discretionary authority.

Examples of Work Performed
Develops and implements a mentorship program to include training and special events.

Coordinates the mentor programming of the Leadership-Mentorship Collaborative program.

Leads one-on-one mentoring sessions with assigned student scholars.

Plans and coordinates regular red plate dinners, retreats, field trips, and other events for program.

Serves on scholar selection committees.

Assists in the selection and supervision of graduate students who will lead mentoring cluster groups for Ole Miss First and Lott Institute scholars.

Develops mentoring training program for volunteer mentors. Trains volunteer mentors. Tracks meetings and contacts between mentors and scholars.

Solicits and assigns volunteer career, life, and leadership mentors for each student scholar.

Maintains an active relationship with the mentorship pool of volunteers from Ole Miss alumni and friends.

Makes recommendations to Director regarding serious issues with scholars; possible actions including probation or terminating the scholarship.

Assists in the development and implementation of collaborative program events for Ole Miss Women’s Council, Ole Miss First, and Lott Institute scholars.

Coordinates the work of other staff including Student Scholar Mentor(s), graduate students, and/or student workers.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Conducts one-on-one mentoring sessions with assigned student scholars.

2. Coordinates red plate dinners, retreats, field trips, and other events for the Leadership-Mentorship Collaborative program.

3. Solicits and assigns volunteer mentors for each student scholar.
Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi’s Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 25 pounds.

Vision: Requirements of this job include close vision.

Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

Experience/Educational Requirements:

Education:
Bachelor’s Degree in psychology, counseling, or a related field from an accredited 4-year university or college.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

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