Mentoring Coordinator

This position, as are all those in MIAB, is unpaid. It may be full- or part-time and will involve 300 hours of work. Weekly hours are negotiable above 10, average is 15-20. A coop permit is not required. The successful applicant will register in FACC6850 immediately upon confirmation of appointment. This position includes non-voting membership of the MIAB Board. Applications should be sent to *pevans@yorku.ca* and copy to *miabhr@yorku.ca*.

The Mentoring Coordinator is responsible for the MIAB Mentoring Program. The Mentoring Coordinator will act as the staff person serving Alumni Liaison and Mentoring Working Group and will attend all Alumni Board meetings.

To succeed in this role, you must be an excellent communicator, and able to connect and maintain effective relationships between students and alumni. We also expect you to be an energetic, strategic thinker with an analytical mind and excellent organizational skills.

Job description

1. Work with the Professor and Alumni Coordinator to support the Alumni Liaison and Mentoring Working Group.

2. Report to and attend, participate and assist in arranging Alumni Liaison and Mentoring Working Group meetings.

3. Attend and participate in Human Resources (HR) WG meetings.

4. Attend and participate in Administration and Communication (A&C) WG meetings. Act as backup to other A&C members as required.

5. Act as member of the LinkedIn Subcommittee.

6. Develop and maintain a system for arranging mentorships involving alumni among themselves and with students. Match students and alumni as mentees and mentors.

7. Assign mentors and mentees in consultation with A&M WG and professors.

8. Attend and assist in events organized by MIAB, including all Career Skill Sessions.

9. Maintain detailed Excel files and Word templates for efficiency and facilitate cooperation with other coordinators and professors.
10. Attend Career Skills sessions.

11. Back up other coordinators as and when required.

Note (*) –This job description may be changed by mutual agreement. Also, MIAB staff may be required to change roles during their internship.

Competencies and qualifications:

- Excellent email written and oral communication skills
- Excellent relationship management skills
- Presentation skills
- Computer skills: PowerPoint, Word, Skype and Microsoft Teams
- Negotiation skills to create the terms of the placement that are most conducive to both the employer and the intern.
- Aptitude for fostering positive relationships
- Teamwork and leadership skills
- Knowledge of MFAc program
- Self-starter with ability to manage and organizing events

Prepared by Zoe & Grace Sun27Mar22
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