

---

## Auburn University Job Description

Job Title: **Coord, Mentorship Programs**

Job Family: No Family

Job Code: **AE92**

Grade 31: \$31,300 - \$52,100

FLSA status: Exempt

---

### Job Summary

The Coordinator of Mentorship Programs coordinates, executes, and assesses mentorship related programs and activities offered by the College or School.

### Essential Functions

1. Develops, executes, and assesses multiple mentorship programs to enhance the student experience.
2. Recruits and communicates with mentors from the wide network of alumni, partners, and friends within the School or College.
3. Collaborates with the department's marketing team to promote programs to students and potential mentors.
4. Designs and executes student development opportunities and special events within the programs.
5. Assesses programs' success and effectiveness and makes programming recommendations, including providing reports and data for strategic planning.
6. Assists in the recruitment, hiring, training and supporting of student workers (non-academic support).
7. Provides other administrative support as needed.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

---

---

## Auburn University Job Description

---

### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Some college; vocational or Associate's Degree	Degree in business or education.
<b>Experience (yrs.)</b>	2	Experience in student development, career services support, event planning, or office administration.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

Excellent interpersonal and organizational skills. Excellent written and oral communication skills with the ability to effectively connect with a variety of constituents.

#### **Certification or Licensure Requirements**

None Required.

---

### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/5/2018

---