All Job Expectations:
1. Facilitate and maintain relationships between students and mentors
2. Dedication to the program through time and innovative solutions for the betterment of the program
3. Ability to work with fellow student coordinators, faculty and staff, and Alumni Board
4. Ability to attend weekly meetings (Wednesday at 10am) and special events to be determined

Job Descriptions:
- President
  - Responsible for overall coordination of Mentoring Student Leadership Team and reporting to the Mentoring Director (i.e. weekly or bi-weekly meetings)
  - Assist Mentoring Director and provide direction and assistance VP's
  - Contribute to mentor-mentee pairing process
  - Contribute to events, orientations, and miscellaneous as needed
- VP Recruitment:
  - Responsible for recruitment strategies of mentees, mentors, and faculty support (i.e. tabling, classroom announcements,
  - Communicate with departments
  - Contribute to the strategic goal of increasing the number of students, number of majors/career interests represented and overall quality of students' participation
  - Contribute to mentor-mentee pairing process
  - Contribute to events, orientations, and miscellaneous as needed
- VP Marketing and Communications
  - Responsible for marketing and publicity of the program, events and recruitment (including managing social media and on-campus promotions)
  - Inform and communicate Mentoring event details with members via email and campus outreach
  - Create and distribute with approval from Director of the monthly Career Conversation to mentors and mentees
  - Contribute to mentor-mentee pairing process
  - Contribute to events, orientations, and miscellaneous as needed
- VP Event Planning
  - Responsible for overall coordination of the opening and closing events in conjunction with the President and the Director
  - Develop regular on-campus events for mentees (open to additional students)
  - Contribute to mentor-mentee pairing process
  - Contribute to events, orientations, and miscellaneous as needed