

Students,

We invite you to apply for a position within the Gustavus Mentoring Program Leadership Team for the 2019-2020 academic year. This team works in conjunction with Laura Diaz, Mentoring Program Director, throughout the year to ensure the program's continued success.

The positions available are President, Vice President of Recruitment, Vice President of Marketing and Communications, and Vice President of Events. The job descriptions for each position are below. Please review the requirements and job expectations before making your decision to apply.

If you choose to apply, please complete the application instructions below and email your document to Laura Diaz, Mentoring Program Director, at [ldiaz2@gustavus.edu](mailto:ldiaz2@gustavus.edu). Emailed applications are **due by 5:00 p.m. on Friday, March 15, 2019**. Interviews will be held for selected candidates later in the coming weeks.

**Requirements:**

1. Cumulative GPA exceeding 3.0

**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
4. Ability to attend weekly meetings (Wednesday at 10am) and special events to be determined

**Job Descriptions:**

- o President (1 position available):
  - 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
  - Weekly meeting with the executive board is required
- o VP Recruitment (2-3 positions available):
  - 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 and miscellaneous as needed
  - Participate in the Involvement Fair promoting the Mentoring Program
  - Conduct the Mentee Orientation Training along with other team members
  - Weekly meeting with the executive board is required

- o VP Marketing and Communications (1 position available):
  - Responsible for marketing and publicity of the program, events and recruitment (including managing social media and on-campus promotions)
  - 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
  - Weekly meeting with the executive board is required
  - Website and Social Media
  - Brochures and handouts
  - Assist other team members as needed
  
- o VP Event Planning (1-2 positions available)
  - 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 (Fall/Spring) (open to additional students)
  - Assist with recruitment events with other members of the board
  - Contribute to events, orientations, and miscellaneous as needed
  - Contribute to mentor-mentee pairing process
  - Weekly meeting with the executive board is required
  - Work closely with Marketing and Communications to promote events

**Application instructions:**

Please complete and submit the following information to be considered an applicant:

General Information:

1. Name:
2. Gustavus email:
3. Phone number:
4. Graduating Year:
5. Hometown:
6. Major:
7. Cumulative GPA:

Short Answer:

1. Why do you want to be a student vice president?
2. What past experiences will help you fulfill your role? (If applying for more than one position, please specify skills and abilities that reflect that role)
3. What other activities/organizations will you be involved with on campus in 2019-2020?
4. Indicate your position preference in rank order from most preferred to least.

Email document to Laura Diaz, [ldiaz2@gustavus.edu](mailto:ldiaz2@gustavus.edu)