

College of Saint Benedict/St. John's University
XPD - Experience and Professional Development Office



Volunteer Position Title: CSB/SJU Student Exploration through Alum Mentorship (SEAM) Program Mentor

Primary Staff Contact: Laura Hammond (Associate Director, XPD)

Purpose of Volunteer Position: CSB/SJU's SEAM program provides sophomore students with direct practical experience to complement their academic preparation in traditional liberal arts majors. Through a three-day job shadow (also referred to as an externship), students will observe, explore, and reflect upon a particular career pathway as it relates to a liberal arts education. Coupled with an optional homestay, this productive mentor experience combines a structured reflective and preparatory component that supports the academic, personal, and professional development of students. By sponsoring a student mentee, alums demonstrate a belief in and commitment to the value of a CSB/SJU, liberal arts education and to the growth and development of future Bennie and Johnnie alumnae/alumni.

Volunteer Responsibilities:

- Encourage and support the learning aspect of the student's job shadow/externship assignment, which should (at minimum) specifically touch on the following:
 - Explaining the mission, goals, functions, services and procedures of your organization, as well as your department, and how your company fits into your industry.
 - Discuss with the Extern the projects you are working on and explain how these projects fit into the larger picture and goals of your organization/agency.
 - Discuss the types of transferable skills that make someone successful in your field and how liberal arts majors can gain those skills when talking about the extern's career and academic goals.
 - ***Due to the shortened timeline of the experience, an ideal job shadow/externship does not necessarily involve project-based work, but would include time to observe meetings, review company policy/protocols, and interview professionals (as opposed to create tangible products as students would in an internship, for example).***
- Designate an employee (typically the alum him/herself) to serve as student adviser with responsibilities to help orient the student to the company and its culture
- Provide supervision for the student and provide experiences that are career-related
- Supply equipment, supplies, and space necessary for the student to perform his/her duties
- Provide a safe environment in which the student can observe and learn
- Notify university personnel of any changes in the student's status, schedule, or performance
- Provide a written evaluation of the student's performance (evaluation forms to be provided by CSB/SJU)
- Communicate company policies, to include confidentiality, social media, dress code, etc. and standards to the student
- Optionally, mentors are asked to share family meals with the student and transport them to/from work each day if the student is engaged in a homestay. If not engaged in a homestay, student transportation isn't required; however, we ask that you provide the student lunch at work each day.

Volunteer Qualifications:

- Must be an alumna/i of the College of Saint Benedict or St. John's University with at least three years of professional experience.
- Must be active in a professional work setting.
- Preference given to those who have graduated with a degree in a traditional liberal arts major (e.g., Philosophy, English, History, etc.).

- Must have an interest in supporting CSB/SJU, its students and their professional development efforts.
- Must be willing to consider the option of hosting the mentee/s, in their own home, for three days (or over the course of the externship). Transportation must be provided if the student is engaged in a homestay. Meals must be provided in the workplace (also at home if the student is engaged in a homestay).
- Complete online, SEAM Mentor training in advance of hosting mentee.
- The SEAM Mentor position may require a background check in order to ensure the safety of CSB/SJU students. A successful background check may need to be completed prior to an individual beginning volunteer service in any capacity with CSB or SJU, and prior to providing volunteer service for events where a volunteer background check is deemed appropriate.

Time Commitment:

- **Before the Externship:** 5-6 hours estimated in preparation to host the student (introductions over email/Skype, work with colleagues to create structure for the work-site experience, completing required mentor training – topics include “How to be a good mentor” and how to craft a strong job shadow experience).
- **During the Externship:** Three days over the term of CSB/SJU’s spring break (approximately one week long, typically in March of each year; March 4-8, 2019). The commitment would include both work and personal time each day.
- **After the Externship:** Varies. Ideally, the student and mentor will establish a relationship that continues throughout the student’s time at CSB/SJU. Parameters for the relationship, including how often to communicate, should be agreed upon before the student returns to campus. Mentor will complete program evaluation in order to provide feedback about the experience.

Benefits:

- Positive connection to CSB and SJU
- Skill development in areas of mentorship, professional coaching, leadership
- Ability to showcase mentor’s liberal arts journey, as well as the industry they’re currently working in
- Ability to connect with current CSB and SJU students, furthering the Bennie/Johnnie network in real-time

XPD Expectations:

- Act as a role models for students and alumnae - contributing time, talent, and treasure for the well-being and success of CSB.
- Act as ambassadors of CSB/SJU in your respective communities, in particular professional networks, promoting opportunities to engage and support students’ professional development as they arise.
- Participate fully in the execution of your volunteer assignment; including, but not limited to securing permission with your employer to host an CSB/SJU student completing a job shadow.
- If unable to fulfill your volunteer duties, submit a written resignation to your staff contact and participate in a volunteer exit interview.

Next Steps:

- Engage in follow-up conversation and training with XPD staff.

I have read and understand the details for this position description. I understand by signing below that I agree to the terms of this position outlined above.

Name (print): _____

Signature: _____ Date: _____

Supervising Staff Signature: _____ Date: _____

**** Acknowledgements:** This program is modeled after the Grinnell College Spring Break Externship Program (housed in the Center for Careers, Life, and Service). Both Grinnell, and Tulane’s Sophomore Externship Experience (housed in the Center for Engaged Learning and Technology) were critical to the development of this program, as they provided consultation and the use of their program materials.