

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) 3-2-1 Launch Program Mentor

Primary Staff Contact:

Laura Hammond (Associate Director, XPD)

Purpose of Volunteer Position:

CSB/SJU's SEAM program provides students with virtual professional development connections to complement their academic preparation in traditional liberal arts majors.

Through a three-part virtual experience, students will observe, explore, and reflect upon a particular career pathway as it relates to a liberal arts education. The experience includes a series of 2-3 informational interviews (with the mentor and their colleagues) and a virtual site visit (completed by video).

The SEAM mentor experience combines a structured reflective and preparatory component for students that supports their academic, personal, and professional development. 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 virtual experience, which should (at minimum) specifically touch on the following:
 - Interact with mentee through virtual discussions.
 - Offer mentee advice on topics such as professional development, career exploration, and networking.
 - 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 your mentee 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.
- Designate one or two co-workers, professional contacts and/or CSB/SJU alums who're working in your field who could conduct informational interviews with your mentee.
- Provide ideas for discussion on experiences that are career related.

- Provide a comfortable and inclusive environment in which the student can learn.
- Supply a virtual site-visit video for the mentee.
- Notify university personnel of any changes in the student's status, schedule, or performance.
- Provide an online evaluation of your experience with the program (including the student's performance). Evaluation forms to be provided by CSB/SJU program administrators.

Volunteer Qualifications:

- Must be an alumna/i of the College of Saint Benedict or St. John's University.
- Must be active in a professional work setting.
- Preference given to those who have graduated with a degree in a traditional liberal arts major (including, but not limited to majors such as Philosophy, English, History, etc.).
- Must have an interest in supporting CSB/SJU, its students and their professional development efforts.
- Complete online, SEAM Mentor training in advance of mentee engagement.

Time Commitment:

- **Before the Externship:** 1-2 hours estimated in preparation to host the student (short training on guiding discussion with mentee and recruiting two peers for mentee to conduct an informational interview with).
- **During the Externship:** Three virtual discussions, two interviews with peer, and one virtual site visit (pre-recorded) over the term of CSB/SJU's spring semester.
- **After the Externship:** There will be a one-hour virtual celebration for mentors and mentees. After the final celebration, commitment 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 final virtual discussion. Mentor will complete program evaluation in order to provide feedback about the experience.

Benefits:

- Meaningful and positive connection to CSB and SJU.
- Skill development in the areas of mentorship, professional coaching, and 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 model 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.

- Participate fully in the execution of your volunteer assignment; including, but not limited to securing permission with your employer to create a video of your work-site and to virtually host a CSB/SJU student mentee.
- 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): _____

Volunteer Signature: _____

Date: _____

CSB/SJU XPD 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.

