WHAT IS A CC?

Communication Coordinators:

• **Manage** communication between participants of the program (Peer Mentors and F/S Mentors)

• **Act as liaisons** between F/S and their respective PM, to the program as a whole

• **Address** any program or participant issues / concerns, and relay to the appropriate party
**CC RESPONSIBILITIES:**

- Monthly meetings with F/S Mentors individually
- Monthly meetings with core group of Peer Mentors
- Conduct program reviews and evaluations
- Assist with recruiting, interviewing, and selecting PMs and future CCs
- Update, modify, and add to annual training manuals
- Coordinate PM training events and educational workshops
- Attend 8-10 scheduled office hours in the ONSP office
- Update, modify, and add to annual training manuals

**WHAT SKILLS DO I NEED TO BECOME A CC?**

- Organization
- Time management
- Creativity
- Professional communication
- Excel, Word, PowerPoint, Publisher / Photoshop
- Group facilitation
- Cultural competency
- Conflict Resolution
- Event Planning
WHO IS ELIGIBLE TO APPLY?

**Logistics**
- Sophomore standing or higher
- Preference to current PMs and returning CCs
- Will open to all of campus depending on emergent recruitment needs

**Characteristics**
- Passionate about Mentorship
- Able to commit 8-10 hours/week for both Fall and Winter semester
- Students in good academic standing

HOW DO I APPLY?

**ABOUT THE APPLICATION**
Written application highlights:
- Short answer questions about your college student leadership experiences
- Questions about your understanding of the position and prior role as a Peer Mentor if applicable

**HOW AND WHEN TO APPLY**
Applications are available late November on the Mentorship Website
Application due date: January 9, 2014 at 5pm

**INTERVIEWS**
Selected applicants will be invited to a round of interviews with the Mentorship staff between Jan 13-28th.
The Mentorship program will select a total of 6 new CCs
All applicants will be notified by: January 10 (first round) and 31 (final round)
HOW DO I PREPARE FOR THE INTERVIEW?

Self-reflection

• What experiences have prepared you to serve as a CC, both experiences in the Mentorship program as well as other experiences?
• How has your past experience in the program influenced your decision to apply for the CC position?
• In your past experience with the program and the diversity of our students, what issues do YOU think we will be most concerned with?

Be professional and respectful

• Attire
• Attitude
• Speech
• Arrive early

Relax!

• You will most likely know everyone interviewing you, or at least be familiar with them
• There will be smiling faces across the table from you 😊
• Breathe, and talk slowly with the goal of clearly articulating your responses

DOES MY PEER MENTOR PERFORMANCE IMPACT SELECTION?

• We believe that your previous efforts and commitment to the program are highly indicative of how you may perform in the role of a CC
• That being said, we understand when mentees are unresponsive, despite the time and energy the mentor has devoted and weigh all applications from current Peers based on several factors
• Develop and maintain a good relationship with your F/S
• Be a Co-Mentor that your F/S would be proud to recommend for the position of a CC
WHO DECIDES WHO IS CHOSEN?

- Candidates for the CC positions will be scored by the Mentorship/ONSP staff present at the interview.
- Once all interviews have been conducted, a meeting will be held with Lydia, Adam, and all current CCs to discuss and narrow down the candidates.
- Final decisions will be made by Lydia with assistance from Adam after taking into consideration the thoughts of the current CCs.

WHAT IS THE CRITERIA?

- Passion and enthusiasm for Mentorship
- The ability and time to commit to the program
- Relevant past experiences (not necessarily past employment)

A DAY IN THE LIFE OF A CC

P E R K S :

- Become more involved in the Mentorship family
- Working closely with Lydia who is a supportive, caring and empowering supervisor
- Forming relationships with multiple faculty and staff mentors with networking potential
- Bonding with and learning from your fellow CCs whom are from diverse academic and social backgrounds
- Developing professional and creative skills, which will be useful and relevant past graduation
- Participating in our fun program-wide events

C H A L L E N G E S :

- Time management and organization, which is why it is essential candidates feel they possess these traits
- Responsible for many groups including the mentees, PMs and F/S ... that’s a lot of people to keep track of!
- CCs must balance their roles of program development (Event planning, etc.) and group oversight
- A heavy class load and strong commitment to multiple other organizations can have negative consequences for that CC, as well as the program as a whole, if s/he does not prepare properly
CC ROLE SUPPORT?

CCs have a network of support throughout their employment.

- **Supervisor**
  - Regular monthly staff meetings
  - Scheduled and unscheduled drop-ins/update discussions
  - Weekly email communication to staff
  - End-of-year assessment
  - Professional references

- **Other CCs**
  - Consistent partnerships to develop projects and activities
  - Daily/weekly and online access to team members
  - Reliable professional relationships
  - Evaluative discussions covering a variety of program-related topics
  - Opportunities to celebrate, vent, brainstorm and develop professionally

FUTURE EMPLOYMENT BENEFITS

- **Useful professional skills**
  - Group Facilitation
  - Time management
  - Leadership attributes
  - Collaborative attributes
  - Event planning
  - Utilizing resources
  - Professional communication
  - Peer-peer marketing skills
  - Publications and social media
  - Program development, implementation, execution and evaluation

- **Professional references**

- **Broad applications across multiple disciplines/employment areas**
TIMELINE: WHAT'S NEXT?

January
- 9: CC Online Applications due
- 10: First round status letters sent
- 12-28: Interviews in ONSP with Mentorship staff
- 30: Hiring announcements emailed to accepted candidates

February
- 2: Interviewing CC candidates who are not accepted to be CCs but wish to be Peer Mentors do not need to re-interview, but must apply online by this date.
- 2-13: New CC Shadowing (ONSP office student work area)—sign up for one half-hour to forty minute shadowing session.
- 23: Final status emailed to 2015 Peer Mentors
- 27: Applications due for hires interested in working as a Summer CC (accepted applicants only)
- CC Training I TBD; scheduled with new hires

March
- 11: Attend CC Training II
- 21: Attend and co-facilitate Peer Mentor Training, 9:30am-4:30pm (includes setup and cleanup time.)

April
- Schedule meeting with assigned CC partner(s) to begin planning and work with Lydia to confirm room reservations for Fall Mentorship events in April (must occur before classes end) and set planning/organization milestones

Summer
- Set up core group email list
- Contact Peer Core and faculty/staff mentors to set up September meeting and send reminders about Mentor Workshop and Kickoff

September
- CCs Begin working in ONSP the first day of classes, September 2013
- Attend CC Fall Training and Mentorship opening events (Meet and Greet, Workshop, Kickoff)