Colgate-Palmolive/Douglass Project Graduate Mentor Opportunity
AY 2014

This position serves the Douglass Residential College STEM student community by revising, implementing and overseeing the current STEM Peer Mentor program for first year women, and to enable it to be delivered to a larger number of students.

Working with representatives from Colgate-Palmolive, the Graduate Mentor will coordinate opportunities which will offer students exposure to the exciting and cutting edge research happening in this company. The Graduate Mentor will demonstrate the multi-dimensional opportunities for careers in STEM through panel discussions, informal networking events, visits to research labs and conversations with company leaders. This position will also provide and implement a plan for an assessment strategy to evaluate the effectiveness of the program components.

This position will require approximately 10-15 hours per week, contingent on the planning and programing schedule and availability for evening sessions/programs. June 2013 – May 2014

Responsibilities to include:

- Revisions to current Peer Mentoring program by exploring more efficient ways for program delivery to larger student population.
- Develop new program elements to enhance the Mentor and Mentee experience. To include monthly meetings/activities to develop key mentoring skills.
- Creation of training manuals for both peer mentors and first year mentees participating in the program. Determine best form of delivery for these manuals; handbooks vs. advanced delivery system such as SAKAI or another online format.
- Coordinate with Colgate-Palmolive representatives to contact and schedule potential speakers, visits, events and presenters for skill enhancement programs.
- Develop plan for soliciting feedback from mentees and recruiting the next cohort of peer mentors.
- Schedule and reserve meeting rooms as needed.
- Complete and submit Program Summary and Program Budget Request forms
- Track student attendance at events and programs.
- Develop an assessment plan for the mentor/mentee program.
- Determine best delivery method for assessments.
- Identify learning outcomes that connect with the overall goals of the program.
- Create user friendly templates for reporting outcomes.
- Participate in Douglass Project events as needed.
- Attend Douglass Project staff meetings
- Participate in a performance review process at the middle and end of each semester.
- Other duties related to the above.