



## AAD mentor job description

**Title:** Mentor

**Length of commitment:** One year

**Role:** Help guide professional development. Share knowledge and expertise with mentee and help mentee realize his or her potential. Be a role model for successful leadership.

### Responsibilities:

- Take the lead in supporting an individual through an ongoing, one-on-one relationship by creating a schedule of regular meetings (at least monthly); in general, they will be via phone conversations, but also could include face-to-face meetings and email exchanges.
- Encourage the mentee to formulate questions and identify specific issues to discuss prior to each meeting.
- Encourage the mentee to set both short- and long-term goals and assist in devising a plan to accomplish them.
- Provide feedback.
- Recognize accomplishments.
- Establish and maintain confidentiality agreement with mentee.
- Share your network of contacts and resources, and identify opportunities for mentee growth.

### Time commitment:

- Typically 30 to 60 minutes per month with advance preparation as needed.

### Qualifications:

- Has time to commit to participation in the program.

- Is a willing listener and good observer.
- Is able to share personal challenges as well as successes.
- Is approachable and available through communication methods agreed upon by the mentee and mentor.
- Is able to keep issues confidential.
- Is encouraging and supportive.
- Is patient and flexible.
- Has self-awareness and awareness of others' styles and preferences.
- Is tolerant and respectful of individual differences.

**Rewards:**

- The opportunity to guide, teach and inspire the next generation of dermatologists.
- Achieve satisfaction: For some mentors, having their mentees succeed and eventually become friends and colleagues is their greatest joy.
- Learning opportunities: There is no better way to keep sharp professionally than to mentor junior colleagues.
- Develop your professional network: In making contacts for mentees, you strengthen your own contacts and establish new ones.
- The opportunity to establish intergenerational relationships.
- Extend your contribution: The results of good mentoring live on as former mentees continue to contribute even after you have retired.