



AAD mentee job description

Title: Mentee

Length of commitment: One year

Role: Identify the skills, knowledge and/or goals you want to achieve and communicate them to your mentor. Ask for and be open to feedback from your mentor.

Responsibilities:

- Take responsibility for your own growth and success.
- Be fully prepared each time you meet with your mentor. Be on time with commitments and meetings.
- Bring a few specific topics for discussion to each session (see suggestions below).
- Be an active listener.
- Be open to learning new skills, attitudes and behaviors.
- Be open to trying new and challenging things, and be willing to let go of old habits, routines and attitudes.
- Establish and maintain a confidentiality agreement with your mentor.
- Be respectful of your mentor's time and show appreciation for his or her feedback.

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 patient and flexible.
- Has self-awareness and awareness of others' styles and preferences.
- Is tolerant and respectful of individual differences.

Rewards:

The opportunity to:

- Receive honest and informal feedback.
- Receive thoughts and advice from a more experienced colleague on a variety of topics, e.g., how to balance career, family, volunteer commitments and other responsibilities, and set professional goals.
- Gain perspectives on short- and long-term career strategies, pitfalls and lessons learned.
- Develop your professional network.
- Establish intergenerational relationships.
- Develop self-awareness and new skills.