



AY 2024-2025 BLD Program Mentor Position Description

Subject to Change - Updated March 11, 2024

The George Washington University School of Business (GWSB) Business Leader Development (BLD) Program Mentors working with the BADM 1001, 1002, 1003, and 3001 courses play an essential role in supporting community connections and leadership development among students in GWSB, helping incoming students with the transition into GW and GWSB, and supporting personal and professional development throughout the GWSB undergraduate experience. Mentors have the opportunity to directly impact the student experience through their leadership, dedicated service, and direct partnership with the GWSB Undergraduate Programs office.

Key Responsibilities:

- Partner with GWSB Undergraduate Programs staff to provide engaging and inclusive classroom facilitation through the implementation of the BLD Program Curriculum via a co-teaching model for assigned classes (online or in-person dependent on University operations) during the academic year
- Support GWSB students in becoming familiar with and connected to university resources
- Serve as a positive role model and leader
- Build and foster community within the School of Business
- Review BLD Program curriculum content, highlighting connections to the student experience
- Work collaboratively with your assigned Instructor on grading and student feedback
- Develop educational resources that advance student learning and development within the BLD Program
- Maintain clear, consistent, and professional communication with your assigned Instructor, students in your section, GWSB Mentors, key stakeholders, and the GWSB Undergraduate Programs BLD Program Leadership Team
- Abide by and uphold all GW policies and procedures
- Other duties as assigned, position description is subject to change

Time Commitments:

- Attend a multi-day training series prior to the Fall 2024 and Spring 2025 academic semesters.
 - Fall 2024 (*tentative*): Thursday, August 15 and Friday, August 16, 2024
 - Spring 2025 (*tentative*): Thursday, January 9, 2025
- Attend and participate in weekly planning meetings with an assigned Instructor.
- Attend and co-facilitate weekly lesson plans in an assigned GWSB BLD Program course section.
- Attend all GWSB BLD Program Mentor community meetings on Wednesdays between 8:30 AM to 9:15 AM ET, starting Week 1 of each semester.
 - *Note:* Weekly Mentor community meetings are a required component of this position. Mentors are expected to plan around these community meetings when designing their course and co-curricular schedule.
- Conduct one-on-one meetings with each student in your assigned course section.
- Support and attend other special events such as New Student Orientation, select GW Admissions events, and the UBA's Into the Industry event series, if required.
- Dedicate 3-5 hours per week to course-related activities (e.g. preparing materials/activities/slides for class, grading assignments, responding to student emails, engaging in BLD Program meetings, etc.) for the entirety of the 2024-2025 academic year.
 - *Note:* Work hours are subject to change and will be communicated in the hiring process. Work hours are determined based on GW Student Employment protocols and BLD Program needs.

Skills & Abilities:

- Exemplify strong interpersonal communication skills, including active listening, group facilitation, and providing feedback
- Demonstrate the ability to play an active, collaborative role on a professional team
- Exhibit strong organizational skills, time management, prioritization, and the ability to take the initiative on projects
- Demonstrate knowledge of the GWSB curriculum, Co-Curricular Learning, the F. David Fowler Career Center, and student resources available at GW
- Demonstrate care for student development and growth, including a personal growth mindset
- Maintain confidentiality in accordance with GW policies & protocols, GWSB Undergraduate Programs expectations, and relevant laws (e.g. FERPA)
- Exemplify strong moral reasoning and ethical decision-making
- Embody a service ethic and orientation
- Exhibit an active commitment to GW's Values and fostering an inclusive community

Qualifications:

- Full-time undergraduate student in the GW School of Business, in good academic standing, with a cumulative GPA of 3.0 or higher (this cumulative GPA must be maintained throughout the 2024-2025 academic year).
 - *Note:* Academic Standing and GPA reviews are conducted by GWSB Undergraduate Programs for all applicants in accordance with the position requirements.
- Specific Course Section Requirements:
 - In order to teach a BADM 1001/1002/1003 course section, must be on-track to successfully complete both BADM 1001 AND BADM 1002, OR BADM 1003 by the end of Spring 2024.
 - In order to teach with a BADM 3001 course section, must be on-track to successfully complete BADM 3001 by the end of Spring 2024.
 - Additionally, the ideal candidate to teach with a BADM 3001 course section will have previous experience as a BADM 1001/1002/1003/3001 Mentor or as a Fowler Coordinator, as well as previous internship or professional work experience.
- Availability to dedicate 3-5 hours per week to course-related activities for the entirety of the 2024-2025 academic year (*please reference the note in the time commitments section regarding work hours*)
- This is a two-semester commitment.
 - However, in select circumstances, the selection committee will consider requests for fall-only Mentor applicants. Requests for a fall-only Mentor position are reviewed on a case-by-case basis and decisions are determined based on enrollment and BLD Program need.
 - All Mentor positions are contingent upon satisfactory performance and evaluation throughout the year and BLD Program need, which is based on the total number of Mentors needed for the Program. Program need is subject to change based on course enrollment, course section/work availability, and budgetary considerations.
- Successful completion of the GW Student Employment hiring process and related policies
 - *Note:* Selected candidates are required to complete all steps in the GW Student Employment hiring and onboarding process and follow all stated policies and procedures of Student Employment. This includes a background check that is conducted by Student Employment. Successful completion of a background screening will be required as a condition of hire.
- Ability to fulfill all key responsibilities and time commitments

Compensation:

- Mentors are compensated on an hourly basis based on GW Student Employment classification and final hourly pay rates determined by GWSB Undergraduate Programs. More information will be provided during the hiring process and pay rates are subject to change.

Note: This Position Description and associated dates are subject to change based on official GW operations and BLD Program need. All in-person activities may be required to be completed virtually or in a hybrid format based on University operations.