4-Year Development Program (4YDP) 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 the School of Business, helping incoming students with the transition into GW and the School of Business and supporting personal and professional development throughout the GWSB undergraduate experience. 4YDP Mentors have the opportunity to directly impact the student experience through their leadership, dedicated service, and direct partnership with GWSB’s Office of Undergraduate Programs.

**Key Responsibilities**

- Partner with GWSB’s Office of Undergraduate Programs staff to facilitate and co-teach weekly lectures and activities (online or in-person dependent on University operations)
- Help GWSB students become familiar with and connect to university resources
- Serve as a positive role model and leader
- Build and foster community within the School of Business
- Maintain clear, consistent, and professional communication with your assigned instructor, students in your section, 4YDP Mentors, and other student leaders
- Other duties as assigned, position description is subject to change

**Time Commitments**

- Attend a multi-day training series prior to Fall 2021 and Spring 2022
  - Fall 2021 (tentative): Wednesday, August 25 and Thursday, August 26, 2021
  - Spring 2022 (tentative): Thursday, January 6, 2022
- Attend and participate in weekly preparatory meetings with an assigned instructor
- Attend and co-facilitate lesson plans in an assigned 4YDP course section (weekly)
- Attend all GWSB 4YDP Mentor community meetings on Mondays, 5pm to 6pm ET, starting in Week 1 of each semester
- Conduct one-on-one meetings with each student in your assigned section
- Support and attend other special events such as New Student Orientation and Into the Industry
- Dedicate 3-5 hours per week to course-related activities (ex. preparing materials and slides for class, grading assignments, responding to student emails, etc.) for the entirety of the 2021-2022 academic year

**Skills & Abilities**

- Demonstrate 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
- Demonstrate strong organizational skills, time management, prioritization, and the ability to take the initiative on projects
- Demonstrate knowledge of the GWSB curriculum, co-curricular programs, and the F. David Fowler Career Center
- Demonstrate a care for student development and growth
- Maintain confidentiality
- Embody a service ethic and orientation

**Qualifications**

- Full-time 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 2021-2022 academic year)
- Specific Course Section Requirements:
  - In order to teach with a BADM 1001/1002/1003 course section, must be on-track to complete both BADM 1001 AND BADM 1002, OR BADM 1003 by the end of Spring 2021
  - In order to teach with a BADM 3001 course section, must be on-track to complete BADM 3001 by the end of Spring 2021. Additionally, the ideal candidate will have previous experience as a BADM 1001/1002/1003 Mentor, as a BADM 3001 Student Assistant, or as a Fowler Coordinator.
- Availability to dedicate 3-5 hours per week to course-related activities for the entirety of the 2021-2022 academic year
- This is a two-semester commitment, contingent upon satisfactory performance and evaluation throughout the year and 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 and availability

- Satisfactory Student Conduct and University record
- Ability to fulfill all key responsibilities and time commitments

**Compensation**
- Mentors are paid on an hourly basis based on student employment classification. More details regarding compensation will be provided to final selected candidates.

*Note: This Position Description and associated dates are subject to change based on Fall 2021 - Spring 2022 operational decisions. All in-person activities may be required to be completed virtually based on University operations.*