

## Outline of Mentor's Roles and Duties

Roles: The mentor shares information, promotes skill building, and provides advocacy to support advancement of professional competence, leadership capabilities, and career development of an individual aspiring to grow in these areas. Mentorship creates an opportunity to find counsel, exchange ideas, and discuss issues relevant to the mentee's role and aspirations. The goals and focus are driven by the mentee. The mentorship role is voluntary and does not involve any compensation. It is not a supervisory role, and the mentor is not responsible for the performance of the mentee.

Qualifications for position: The mentor takes on the role voluntarily, and has clearance from their supervisor for doing this.

### Models for mentorship level:

- On-going, regular contact
- Intermittent, as needed
- Phone consultation
- Group mentoring

### Duties:

1. Assist in identifying areas of need for learning and development.
2. Share knowledge and information.
3. Assist in problem solving relative to issues in the work setting.
4. Provide guidance on projects.
5. Serve as a professional role model.
6. Assist in identifying and accessing other resources, including information, experiences, and people.

7. Foster career exploration and understanding of components of various employment positions, including their rewards and challenges.
8. Provide support, encouragement, and validation/affirmation.
9. Provide advocacy.
10. Foster learning of skills and strategies for succeeding and advancing within the professional context and the work environment.