

**Leadership Ethics, and Professional Pathways Program**  
**Engineering LEaPP Mentor**  
Job Description

**PURPOSE:** The purpose of the LEaPP Mentors in Engineering Leadership Development is to:

- Assist students in obtaining the Leadership, Ethics, and Professional Pathways Certificates
- Apply personal experiences to help students understand possible leadership experiences and growth
- Increase student awareness and participation surrounding College of Engineering Leadership Development news and upcoming events
- Assist professional staff with projects and events related to leadership development

**RESPONSIBILITIES** include, but are not limited to:

- Present Leadership, Ethics, and Professional Pathways programming, including Launches
- Hold 5-7 office hours weekly for students to join the program or receive leadership mentoring
- Answer LEaPP questions and demonstrate how to use the ICON course and Badgr Tracking
- Meet once a semester with assigned cohort of LEaPP students to assist with their progress in the program
- Help students connect to leadership opportunities both within and outside of the College of Engineering
- Assist in the planning and execution of the Student Leadership Institute and Student Leadership Banquet
- Maintain personal information and file records in the strictest confidence including information gained from written and verbal communications by students, faculty, or staff
- Complete projects and other Leadership Development tasks as assigned

**MEETINGS/WORK SCHEDULE:**

- Work approximately 6-10 hours per week (Monday-Friday), some weekend and evening hours are expected
- Attend and be prepared for weekly team meetings and training sessions

**QUALIFICATIONS:**

1. Be currently enrolled in The University of Iowa College of Engineering with junior or senior status
2. Have prior leadership experience in an engineering related field or organization (i.e., Society of Women Engineers, Co-op, internship, etc.)
3. Possess strong interpersonal skills and be able to relate well to people on an individual basis
4. Work effectively as a member of a team and work well with minimal supervision and structure
5. Be able to work and communicate with a diverse population
6. Must maintain confidentiality regarding student conversations as appropriate

**EVALUATION/ SUPERVISION/COMPENSATION**

- Direct supervision and feedback are provided by Alyssa Burks, Assistant Director of Leadership Development
- Employment is subject to satisfactory work performance, including meeting all work responsibilities
- Informal evaluations are conducted at the end of each semester based on performance, attendance, and punctuality
- LEaPP Mentors are paid \$12.00/hr.