

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
- 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 sophomore, junior, or senior status
2. Have prior leadership experience (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.