Alumni Volunteer Project Description

**Event / Program**  
Alumni to Alumni Mentoring (Global Careers)

**Program/Project Manager**  
Alumni Relations Officer (Programs)

**Date**  
April to October 2015

**Time Commitment**  
6 hours in 6 months

**Location**  
Online or face to face

**Program Summary**

The ANU Alumni to Alumni Mentoring Program is a theme based program that focuses on career and work/life mentoring. Its core aim is to strengthen the links between ANU and ANU alumni community.

Through the mentoring program, each mentor develops a one-on-one partnership with a mentee. Honesty, two-way feedback, respect and a genuine interest to learn from each other are vital to the program’s success.

The program focuses on career and work/life mentoring. The mentor acts as an advisor using their experience to guide students through discussion about career goals, the availability of networks and support, and workplace dynamics.

This program is managed by the ANU Alumni Relations Office.

This is **not** a job placement service.
Position Alumni Mentor
Volunteer (Mentor)

Goal
To provide advice on developing an international career.

Objectives
- To work with the goals of the mentee on their career direction, and assist them in analysing their strengths and weaknesses
- To mentor selected alumni on mutually agreed areas
- If relevant, to introduce alumni to networks relevant to the mentee’s aspirations

Tasks
- Work with the mentee to identify goals and assess if these are realistic
- In conjunction with the mentee, conduct a SWOT analysis (or most appropriate tool) to help the mentee identify their strengths and weaknesses
- Agree on a plan to develop the mentoring relationship – setting of timeframes and mini-goals
- If applicable, introduce mentees to suitable networks either online or in person

Outcomes
- The mentee has a clearer vision on their goals and have a good understanding of their strengths and weaknesses
- The mentee has a greater understanding of the networks or types of networks relevant to their area of work and/or participating in their activities

SELECTION CRITERIA:
- Adaptability and flexibility to mentee’s needs
- Minimum of one year experience in more than one country
- Genuine interest in sharing their professional experiences with a mentee
- Ability to identify their mentee’s strengths and weaknesses and develop their potential
- Ability to provide constructive and unbiased feedback
- Ability to maintain confidentiality within the mentoring partnership
- Ability to express their points of view, listen to their mentee’s opinions and to promote creative discussion
- Willingness to involve their mentee in professional networking activities

In addition, ANU expects all Alumni Volunteers to possess the following skills:
- Adaptability
- Good communication
- Cross Cultural sensitivity
- Rapport building
- Well presented
- Ability to think on their feet while working towards the University’s goals and outcomes
- Passionate about volunteering back to the ANU Community
Position Title | Alumni Mentee
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**Counterpart (Mentee)**

**Goal**
To work with mentor on ways to develop an international career.

**Objectives**
- To work with mentor on the mentee’s career goals and to analyse their strengths and weaknesses
- To work with mentor on mutually agreed areas as identified early in the mentoring implementation stage
- If relevant, to be introduced to networks relevant to the mentee’s aspirations

**Tasks**
- Work with the mentor to identify goals and assess if these are realistic
- In conjunction with the mentor, conduct a SWOT analysis (or most appropriate tool) to help the mentee identify their strengths and weaknesses
- Agree on a plan to develop the mentoring relationship – setting of timeframes and mini-goals
- If applicable, introduce mentees to suitable networks either online or in person

**Outcomes**
- The mentee has a clearer vision on their goals and have a good understanding of their strengths and weaknesses
- The mentee has a greater understanding of the types of networks relevant to their area of work and/or participating in their activities

**SELECTION CRITERIA:**
- Adaptability and flexibility towards the program and the mentor’s working style
- Genuine interest in expanding their career internationally
- Proactiveness
- Open to new ideas, views and feedback
- Positive about change and growth and open to receiving feedback
- Ability to maintain confidentiality within the mentoring partnership
- Good communication skills
- Cross Cultural sensitivity
- Rapport building