

Informal Mentoring Program for Academic Departments

Mentoring is a deliberate, conscious, voluntary relationship based on mutual respect. It is a relationship between staff that do not generally have any supervisory affiliation and is beneficial to all parties-the mentor, mentee, and Brown University. The purpose of the informal academic department managers'/coordinators' mentor program is to match the interests and talents of a mentee, often someone new in their role as an academic administrator at Brown, with the university's needs and development opportunities through the guidance of a seasoned academic department manager/coordinator who is recommended and asked to serve as a mentor.

Tips and Guidelines for the Mentor

- Get to know the person you are mentoring: what excites her/him, challenges her/him, what does she/he value.
- Help your mentee learn to manage the mentor relationship. In doing so, be open to your mentee's ideas and help him/her take the initiative in moving forward towards his/her goals for the mentor relationship.
- Recognize that at times, you must take the lead and suggest activities that will help the mentee meet his/her goals.
- Always ask if you can make a suggestion or offer constructive feedback before doing so.
- Identify the principles that have made you successful and help your mentee put those principles to use in the context of his or her skills, personality and goals.
- Put yourself in her/his shoes – What did I want to know when I was in her/his situation?
- Share your experiences and provide knowledge on the formal and informal processes of the university.
- Make mentoring a priority – Meet your commitments (meetings, deliverables, etc.)
- Spend more time listening than advising.

- Providing career guidance.
- Maintain confidentiality.
- Suggest other people within the university that your mentee should observe or contact e.g., Academic Resources, HR Generalist etc.
- Stick to what you know. Don't try and be all things to the person you are mentoring.
- Express appreciation for help given to you by your mentee. In many instances, a mentee comes to the position with a unique skill set e.g., database experience that you, the mentor, can learn from the mentee.
- Recognize that the more formal mentor-mentee relationship will end after 6-12 months.
- Keep the door open for your mentee to return in the future.

Tips and Guidelines for the Mentee

- Identify your goals for the mentor relationship and communicate them to your mentor.
- Recognize that both you and your mentor have a finite amount of time to spend together. It is important to make each interaction as succinct and productive as possible.
- Be an active listener.
- Consider all advice your mentor gives to you.
- Be openly receptive to constructive feedback from your mentor. Solicit it early on in the relationship.
- Explain how you have used information from your mentor and express appreciation for his/her assistance.
- Recognize that the more formal mentor-mentee relationship will end after 6-12 months.
- Keep the door open to return to your mentor for advice or help in the future.
- Be sure to keep in touch after the mentor-mentee relationship has ended by updating your mentor on your progress and by saying thank you.