Trinity Alumni to Student Careers Mentoring
Roles of Responsibilities

School (Head of School, GO, EO, AO)

Engagement
• Agree with Trinity Development and Alumni (TDA) to participate in mentoring
• Recruit alumni to ensure good attendance at all sector categories in collaboration with TDA
• Identify and recruit previous successful mentors & mentees for panel discussion and training purposes

Communications Plan
• Promote the value of mentoring and attendance at the events to JS & SS students (Meet a Mentor, GradLink, informal school networking events) and Trinity Alumni Online Mentoring (TAOM)
• Promote mentoring to students through all communication channels. Materials to be provided by TDA
• Encourage alumni and students to connect using the Trinity Alumni Online platform

Events
• Facilitate at College wide ‘Meet a Mentor’ events
• Organise a school specific networking/GradLink event as resources allow with support of TDA and CAS
• Attend annual mentor stewardship awards

Review, Plan and Evaluate
• Schools to meet with TDA (scheduled by TDA) to ensure school buy-in to mentoring, relevant careers consultant to be informed of meetings and to attend meetings as appropriate
• Attend regular planning and review meetings with TDA and CAS, one per semester, which will include input into evaluation of mentoring

Trinity Development and Alumni

Point of contact & responding to queries
  o Point of contact for Schools
  o Point of contact for alumni mentor and mentees and student mentees
  o Respond to mentoring queries from alumni mentor and mentees and student mentees with assistance from relevant careers consultant (cc)
  o Direct students to the relevant cc or to a Next Step Appointment available through MyCareer, as appropriate
  o Seek advice from CAS on issues of concern or misconduct before responding to resolve the issue

Recruitment: Recruit alumni mentors and promote mentoring with assistance from Schools

Report and Evaluate mentoring with input from CAS
Communications Plan: develop annual communication plan for all events and TAOM, for stakeholders i.e. Schools, alumni, students, student societies, student unions.

Review and Plan Meetings: Organise regular planning and review meetings with TDA, Schools and CAS, one per semester

Manage the Online Platform: Trinity Alumni Online (TAO) and Trinity Alumni Online Mentoring (TAOM)

Mentor Training: Manage, administer alumni training with input from CAS

Mentoring Events: Manage college wide “Meet a Mentor” events and assist Schools with School Networking Events and GradLink

Careers Advisory Service

Framework: Develop mentoring framework, guidelines, resources, mentor agreements, FAQ for use by TDA at events and TAOM for mentors and mentee

Website: Create mentoring webpages with resources for student and alumni for TDA to link to

Point of contact

- Each careers consultant (cc) to assist TDA with responding to mentor and mentee queries via TAOM
- Each cc to respond to student mentoring queries in class, Next Step Appointment etc.

- Each career consultant to:
  - Attend meeting organised by TDA with HoS to plan for mentoring (Meet a Mentor, School Networking, GradLink, TAOM) and associated training activities, as appropriate
  - Deliver training sessions before Meet a Mentor event, School Networking, GradLink
  - Facilitate at Meet a Mentor events with Schools and TDA or manage CAS stand
  - Offer one to one mentoring support through Next Step Appointment
  - Implement communications plan for students e.g. class workshop
  - Respond to TDA requests for assistance in their response to mentee and mentor queries
  - Follow up with small number of students by phone or in person to establish actual experiences to supplement feedback surveys

Orlaith Tunney, Careers Advisory Service, 09.05.18