



## **ACE Mentor Program Transformative Partners Program Mentor Job Description**

### **ACE Transformative Partner Mentor Job Description**

#### **Mentor Role**

- Provide professional, academic, and personal advice and support to ACE Alumni currently enrolled in a post-secondary program.
- Serve as a positive role model.
- Support ACE-TPP goals and expectations.

#### **Time Commitment**

- Ideally mentors will commit to a long-term relationship with an ACE Alumni who is just beginning their post-secondary education.
- Commit to engaging with students virtually or in person through monthly or bi-weekly check-ins via email, text, phone, or virtual meetings.
- Attend an initial training session and additional sessions as requested.
- Submit check-in reports to ACE-TPP program coordinators.
- Attend meetings and events as scheduled by ACE-TPP participating firm (time commitment varies depending on the firm's internal structure of the program)

#### **Participation Requirements**

- Employed by a participating ACE-TPP firm or company.
- Register in the ACE database and successfully complete a background check.
- Familiarity with the ACE mentor program is helpful, or a willingness to learn more about ACE
- A professional in the A-C-E fields
- Interested and comfortable working with young people, both in person and virtually.
- Willing to adhere to all program best practices and recommendations.
- Availability to regularly check in with your mentee and provide timely and appropriate responses.
- Attend mentor training sessions as prescribed.
- Willing to communicate regularly with program staff and submit activity information.

#### **Good ACE-TPP Mentors are:**

- Flexible, consistent, and available to students at various times of day.
- Professionals in their field.
- Able to articulate feedback well in written form (emails, text, etc).
- Willing to share their experiences.
- Positive role models.