<table>
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<th>Job title</th>
<th>Director of Mentorship</th>
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**Position Overview**

The Director of Mentorship is responsible for the logistics, operations, recruitment process and development of the uOSBC Mentorship Program. The division of Mentorship has the mission of giving uOttawa students the opportunity of networking and gaining invaluable knowledge from reputable and established professors and professionals in the Sport Business field. The Mentorship Program opens opportunities of external networking, possible sponsors and brand visibility for the uOSBC, therefore it is important to keep innovating and working with other divisions of the club to help the uOSBC image and brand.

**Duties and responsibilities**

- Conduct weekly/monthly meetings for both Mentorship and attend General Meetings
- Create a calendar and strategic plan with important deadlines and dates for the Program of Mentorship duration
  - Contracts for mentees and surveys for mentors and mentees
  - Mentees welcome event and “training”
  - Mentor recruitment process April and May
  - Marketing collaboration for website page and social media posts
- Ensure there is a constant communication with mentors and mentees to maximize re-engagement rate
- Collaborate with Marketing team to have Program promotion and website updates
- Constant collaboration and communication with Mentorship Program Coordinator

**Qualifications**

- Must be enrolled as a University of Ottawa student
- Bilingualism is considered an asset
- Formatting/email correspondence experience considered an asset

**Skills**

- Strong communication and writing skills
- Problem solving and organizational skills and ability to follow a schedule