**WSSSC Mentor Program**

The WSSSC mentor program will link new chief student services administrators with senior WSSSC members. Both the mentor and mentee will commit to a series of connections for one year. The responsibilities are highlighted below.

**Mentor:** The mentor is responsible for proactive outreach to the mentee and a commitment to prioritize responding should the mentee reach out to them. Minimum communication from the mentor will be:

* Initiate monthly email check-in
* Initiate quarterly phone call prior to the WSSSC meeting for items or topics to discuss at the WSSSC meeting
* Dinner with the mentee Wednesday night prior to the WSSSC meeting. Should either person miss the WSSSC meeting, a separate dinner will be scheduled to discuss important topics

**Mentee:** The mentee is responsible to reach out to the mentor when questions arise throughout their first year and hopefully beyond. Minimum communication from the mentee will be:

* Responding to the monthly email check-in
* Participate in the quarterly phone call prior to the WSSSC meeting for items or topics to discuss at the WSSSC meeting
* Dinner with the mentor Wednesday night prior to the WSSSC meeting. Should either person miss the WSSSC meeting, a separate dinner will be scheduled to discuss important topics

**Mentor/Mentee Assignment:**

WSSSC members who have been a member of WSSSC for at least three years are able to volunteer to serve as mentors. Any new WSSSC member with less than two years of being a WSSSC member can request a mentor. When possible, participants are matched by considering the following things:

* College similarity (size, urban, rural, technical, comprehensive, system, stand-alone)
* Proximity to each other
* Facing the same barriers or launching the same initiatives (Presidential transitions, guided pathways, BAS growth, other large initiatives)
* By request of the mentee or mentor

**Program Administration:**

The President-elect will administer the program. The majority of assignments will be made at the summer meeting but additions will be made throughout the year as new WSSSC members are added to the group. The administrator will reach out to all new WSSSC members, explain the mentor program to them, and encourage them to apply. The administrator will maintain a pool of senior WSSSC members to serve as mentors. The program will be evaluated annually by WSSSC Executive Committee, including at minimum a survey administered to mentees and mentors about its effectiveness and suggestions for improvement.

The administrator will reassign any mentees upon necessity or request.