CGI U Commitment Mentor Position Description

A CGI U Commitment Mentor facilitates conversation, shares resources, promotes networking, and helps CGI U participants refine their Commitments to Action through virtual communication, personalized coaching sessions, and in-person meet-ups. Commitment Mentors are previous CGI U commitment-makers with demonstrated progress on their commitment and academic and/or field knowledge in one of CGI U’s keyword areas.

CGI U will select approximately 30 Commitment Mentors to serve as volunteers for the CGI U 2019-2020 program year. Each Commitment Mentor will be assigned approximately 20-25 student commitment-makers. Commitment Mentors for the CGI U 2019-2020 program year will hold their positions from November 2019 to November 2020.

In addition to carrying out mentorship responsibilities, Commitment Mentors are asked to serve as informal ambassadors for the CGI U program, assisting the CGI U team and community members in conducting student outreach, amplifying media & marketing assets, and engaging with fellow CGI U alumni throughout the year.

Requirements

- Previous CGI U commitment-maker who has successfully completed a CGI U program year
- Bachelor’s degree and academic and/or field knowledge in one of CGI U’s keyword areas
- Previous experience leading discussions and facilitating dialogue
- Regular access to the internet during the term of service
- Able to adhere to CGI U Commitment Mentor Social Contract (see page 5)

Key Responsibilities

- Act as a professional and personal mentor, consultant, and advocate to approximately 20-25 current CGI U students from around the world with topical keyword alignment
- Actively communicate with all assigned mentees via email, phone, and social media to facilitate networking, consult commitments, and complete mentee requirements
- Guide, consult, and assist mentees in successfully completing CGI U Commitment to Action Curriculum, including required modules and assignments
- Share external resources (research papers, case studies, digital recordings) with mentees to inform their personal, professional, and commitment growth, and with CGI U staff
- Hold four “Partnership Coaching” sessions with mentees for personalized, intimate conversations and workshops on skill and commitment development, to coincide with CGI U Curriculum
- Hold mentees accountable for asks, deliverables, and communication by requiring submission or participation of bi-weekly check-in forms, Partnership Coaching sessions, CGI U Curriculum modules, and Progress Reports, flagging missed deadlines or incomplete deliverables with CGI U staff
- Flag outstanding CGI U student and commitment updates, awards, progress, and recognition with CGI U staff on an ongoing basis for quarterly newsletters and social media posts
- Provide encouragement and inspiration to student commitment-makers while upholding confidentiality and professionalism
- Respond promptly to CGI U staff email and phone communications, provide deliverables on schedule, and proactively provide feedback on CGI U and Commitment Mentor program throughout the year
- Participate in group and individual check-in calls with CGI U as requested (appx. once per month)
- Dedicate between 10-20 hours per month to Commitment Mentor role

**Encouraged Responsibilities**

- Attend at least one CGI U meetup, event, or webinar and act as an ambassador for the CGI U program
- Review student applicants for Exchange, Commitments Challenge, and other special student opportunities
- Actively participate in Commitment Mentor “Study Group”, assisting students with specific skill developments and asks and collaborating with fellow mentors in developing resources, webinars, and trainings for dissemination
- Assist CGI U team with conducting student application outreach through email communications, social media posts, and jointly hosted information sessions
Time Commitment

- Dedicate approximately 10-20 hours per month to virtual and in-person correspondence with mentees and CGI U staff throughout the program year
- Participate in two mandatory Commitment Mentor virtual trainings in September & October 2019
- Attend the CGI U 2020 meeting (optional) to support mentees and participate in Alumni engagement opportunities

Rewards/ Benefits

- Play an active role in a growing community of young social innovators and entrepreneurs
- Connect commitment-makers to people who can help further their work
- Explore and identify the *whys* and *hows* of global challenges and their potential solutions
- Learn new personal and professional skills, from peer mentoring to leadership development
- Act as topic experts, ambassadors, and role models for CGI U community, including opportunities for speaking roles, featured media, and collaboration with Clinton Foundation executive staff
- Participate in the CGI U meeting, including all general sessions and the Day of Action, while serving as a leader for participating students*
- Expand professional network through interactions with students, other mentors, and CGI U staff

* Commitment Mentors are invited to attend the annual CGI U annual meeting, where they will serve as role models during the weekend and be expected to help mentees make the most of the CGI U experience. **Commitment Mentors are responsible for their own travel and lodging expenses.**
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CGI U Commitment Mentor Social Contract

The below social contract between CGI U Commitment Mentors and accepted CGI U students is meant to outline the expectations and goals of the mentorship portion of the CGI U program:

As an accepted CGI U student and participant in the CGI U program, you are expected to engage with your assigned Commitment Mentor throughout the year to help you meet the CGI U Curriculum requirements, advance your Commitment to Action, and enhance your personal, academic, and professional skillset. As a mentee, you are expected to:

• Remain in communication with your Commitment Mentor throughout the year
• Actively participate in individual or group calls, webinars, and meetups organized by your Commitment Mentor
• Submit required modules, assignments, and asks to your Commitment Mentor in a timely manner
• Maintain an open dialogue with your Commitment Mentor about commitment challenges, successes, and shifts

As a mentee in the Commitment Mentor program, you can expect to be paired with an outstanding CGI U Alumni with academic and/or professional experience in your assigned keyword to serve as your Commitment Mentor for the entirety of the CGI U programmatic year. Your mentor is committed to YOUR success as a CGI U commitment-maker and as a young leader in general, and is available to support you, your commitment, and your endeavors as a CGI U participant. You can expect your mentor to:

• Facilitate networking and community building among your keyword group
• Assist you with completing CGI U Curriculum assignments and modules
• Prepare you for the CGI U meeting (should you be attending)
• Share topical and skill-based digital resources
• Host specific, personalized Coaching Sessions, webinars, in-person meetups, phone calls, and study groups
• Respond to email and phone communications in a professional, timely manner
• Hold you accountable for your CGI U Curriculum requirements
• Advocate for your success and participation in select CGI U featuring, funding, leadership, and mentorship opportunities