



Departmental Mentor

A Departmental Mentor is a key voluntary role that works to fully onboard a new staff member to the University. A Mentor partners with a new staff member during their first six months of employment. The objective of this role is to positively influence a new staff member's attitude toward Butler University and their new position.

Managers should carefully select mentors who display positive attitudes and behaviors that they would like reflected throughout their department.

Responsibilities include but are not limited to:

- Must be patient with beginners, positive, personable, and clear and concise communicator
- Reduce confusion and uncertainty for the new staff
- Offer encouragement, advice, and guidance to new hire
- Assist with general/routine questions
- Navigate new hire to university resources
- Acclimate new hire to Butler University culture
- Help integrate the new staff to the department and Butler's guidelines, norms, and expectations
- Touch base with new hire weekly

Requirements include:

- Proven performer in current department; must be able to guide the new staff in many situations based on his/her experience and knowledge obtained in the work environment.
- Accessible to new staff.
- Display positive attitude and passion about Butler University.
- Display interest in building self-confidence and loyalty in the new staff.
- Proven ability to lead by example.
- Excellent communication and interpersonal skills.
- Well regarded and respected by team members and exemplify Butler values.
- Employed at Butler University for at least twelve (12) months.
- Understand the value and importance of effective onboarding at Butler University.
- Encourage open communications and provide relevant information to new staff and encourage a process of continued, self-directed learning.
- Approval must be received from direct supervisor/manager to participate.