

UNIVERSITY *of* WASHINGTON

2017 – 2018 YEOC Mentor Position Description

Young Executives of Color (YEOC)



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The Young Executives of Color ([YEOC](#)) program is our hallmark high school to college pipeline program supported by the Foster Undergraduate Diversity Services Office ([UDS](#)) & EY. Established in 2006 the mission of the Young Executives of Color (YEOC) program is to cultivate the academic potential of underrepresented high school student leaders in Washington State through college preparation, powerful mentorship, and the development of real life business skills.

YEOC was established to increase the number of underrepresented students in the college pipeline and at the University of Washington Foster School of Business. YEOC is a 9-month program that serves 170 high school students from 75 high schools around the state of Washington. Each fall every high school student is assigned a YEOC mentor to support them through the program. The [YEOC Mentor Program](#) provides an outstanding leadership and service opportunity for a diverse group of undergraduate students who will represent the Foster School of Business, collaborate with Foster departments and the greater UW community.

YEOC Mentor Job Description:

Each YEOC Mentor will supervise, support and coach a group of approximately 10-12 high school mentees throughout the 9-month program. Each YEOC mentor will also be responsible for leading a monthly session, give a business lecture or organize an aspect of the event.

Qualifications:

- Foster business student: current sophomore, junior or senior (Current Foster applicants may apply)
- Active involvement in Foster & UW leadership programs
- Excellent communication and interpersonal skills
- Passion for supporting underrepresented students and access to higher education
- A self-starter with strong organization and time managed skills
- Enjoys working with high school students and families from diverse backgrounds
- Strong academic record; expected to adhere to the University of Washington policies and procedures.

****YEOC ALUMNI STRONGLY ENCOURAGED TO APPLY****

YEOC Mentor Duties:

- *Attend each of the YEOC sessions (10 total: September-May – tentative dates listed below) and support the program logistics (ex: setup, lunch and student activities)*
- *Lead a YEOC session (exact session TBD after Mentor cohort is finalized). Leading a YEOC session includes, but is not limited to:*
 - *Developing either a business lecture or a business activity (on topics such as Finance, Marketing or Information Systems etc.)*
 - *Collaborating with the YEOC Program Manager and YEOC Mentor peers to prepare the session theme, agenda and general logistics*
 - *Lead/participate on a special project committee (focused on topics including recruitment, social media, group bonding and diversity & inclusion)*
- *Attend mandatory trainings and group bonding sessions throughout the year, and a Mentor Prep Meetings each Friday before YEOC sessions*
- *Quarterly check-in with the YEOC Program Manager*
- *Guide and support your group of mentees throughout YEOC Program. This mentorship includes, but is not limited to:*
 - *Helping your mentees prepare for and navigate each YEOC Saturday*
 - *Leading "Real Talk" debrief discussions each session, focusing on content from the day and/or relevant current events*
 - *Check-ins with mentees outside of the YEOC sessions (i.e. via text, email and/or phone call)*
 - *Reviewing college application or scholarship essays*
 - *HAVING FUN with your mentees! Remember these are high school students who are striving to be like you; future college students and future leaders.*

YEOC Program Dates and Times

Program set up begins at 7:30am sharp, student check-in will start at 8:30 am and the program will be held from 9:00am - 4:00 pm one Saturday of each month:

2017-2018 YEOC Program Dates: *Program Dates are Subject to Change**

September 30th, 2017	February 3rd, 2018
October 14th, 2017	March 3rd, 2018
November 4th, 2017	April 7th, 2018
December 2nd, 2017	May 5th, 2018
January 6th, 2018	May 19th, 2018 (YEOC Seniors Only)

YEOC Dress Code

All YEOC Mentors are expected to adhere to a business casual dress code. This means no sneakers, sweat suits, hats, tee shirts, tank tops, shorts, jerseys or jeans.

YEOC Program Location

All YEOC Saturday programs are held at the University of Washington campus in Paccar Hall. YEOC Mentors will greet students and check-in with their mentees at the beginning of each session.

Absences

All YEOC Mentors are required to attend all YEOC Saturday sessions. Failure to do so may result in a decrease in your mentor stipend and participation in the program

YEOC Mentor Stipend

Each mentor earns a yearly stipend of \$2,500 for participating in the YEOC program. This stipend will be dispersed to mentors at the end of each academic quarter. Receiving your full stipend depends on your attendance and full participation at all program sessions and mentor meetings.

YEOC is a Yearlong Commitment

If selected as a YEOC mentor you will sign a yearlong contract to be a part of the program, there are no exceptions. Anyone who breaches the contract will not be invited to participate in the program the following academic year.

Applying to Be A Mentor:

Applications for the YEOC Mentor position can be completed online and are found on the YEOC Mentorship Program website: <http://foster.uw.edu/academics/degree-programs/undergraduate-programs/diversity-services/young-executives-of-color-yecoc/mentorship-program/>

Recommendation:

Required Letter of Recommendation: *One letter of recommendation is required* to complete the application. This letter must be written by a supervisor, professor, former teacher or professional mentor. Letters of recommendation written by family members, friends, or professional peers will NOT be accepted. The recommender should be prepared to address the following questions:

- How long have you known the applicant and in what capacity?
- Why do you believe this individual will be an effective mentor for high school students from underrepresented communities?

Optional Letter of Recommendation: If the applicant chooses to do so, an additional, optional letter of recommendation is required will be accepted for review. This letter may be written by a supervisor, professor, former teacher, professional mentor *or* a fellow student leader on campus (i.e. officers of student organizations; current YEOC Mentors (who are *not* applying), etc.). The recommender must be prepared to respond to the same questions.

Essay Response:

Included within the application is an essay response. Below, is a preview of the questions you will be asked to address in this essay response. Please note, based on your applicant status, you should only answer one set of questions in your essay.

Current YEOC Mentor/MiT Essay Instructions

If you are CURRENTLY a YEOC Mentor or Mentor-In-Training, please write an essay addressing the questions below. The essay should not exceed 800 words.

1. *What unique qualities did you bring to enhance the current YEOC student leadership team?*
2. *How has your understanding of the YEOC Mentor role evolved over the past year?*
3. *How would you describe your mentorship style? Please provide examples of both strengths and areas for improvement.*

New Applicants - YEOC Mentor Essay Instructions

If you have NEVER been a YEOC Mentor, please write a brief essay addressing the questions below. The essay should not exceed 1200 words.

1. *Describe your educational and personal background. What qualities would you bring to the YEOC Program?*
2. *What characteristics do you believe are essential in a great YEOC Mentor?*
3. *The YEOC student leadership team is a highly collaborative unit. Describe the role you typically play in team settings.*

Please direct all questions to:

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Thank you for your interest in supporting the Young Executives of Color program!