

# Commission on the Status of Women



## ASU CSW Staff Mentoring and Development Program 2023 Program Information

The ASU Commission on the Status of Women Staff Mentoring and Development Program pairs experienced and excelling staff members with staff who are interested in developing their career and leadership skills. The program is structured to provide support, networking opportunities, and professional development training to help staff members develop their careers and to become effective contributors to the New American University. This CSW Staff Mentoring and Development Program is run by the Office for the ASU Commission on the Status of Women.

The application cycle for the Summer 2023 Cohort of the CSW Staff Mentoring Program is now open. The Summer 2022 will run from July 2023 to February 2023 and will be a combination of in-person/remote. Listed below are some brief details about the program. Complete program information and application materials are available on the CSW website at <http://csw.asu.edu>

Applications due May 16<sup>th</sup> (11PM)

This is a great opportunity! Consider Applying!

Special information sessions about the program will be hosted via ZOOM in March & April. Separate sessions for prospective mentees and prospective mentors. Visit:

<https://asucswmentoringinfo2023.eventbrite.com>

Join the CSW email listserv to get updates on the program application (email "Join List" to [asucsw@asu.edu](mailto:asucsw@asu.edu)).

Questions about the CSW Staff Mentoring Program? Please contact Karen Engler-Weber, Program Director for the Office of the Provost at [karen.engler@asu.edu](mailto:karen.engler@asu.edu)

### Goals of CSW Staff Mentoring Program for Mentees

- Provide an opportunity for mentees to learn from an experienced and excelling staff member at ASU through one-on-one informal mentoring sessions, where a mentor can share information on their own career development.
- Provide an opportunity for a staff member to form new, collegial relationships.
- Provide networking opportunities for mentees to meet other staff members and leaders at the university.
- Provide a structured development program that provides workshops in which a mentee can learn more about the concept of the New American University and the organizational structure of the University.
- Learn how to navigate organizational culture and practices at ASU.
- Provide opportunities to attend a series of career development and leadership development workshops.
- Develop a stronger understanding of University resources and programs available for staff.

### Goals of CSW Staff Mentoring Program for Mentors

- Provides an opportunity for mentors to help identify, support, inspire and develop staff members at the University.
- Assist staff mentees in learning more about professional competencies in higher education, organizational structure at ASU, and resources for career development.
- Provide an opportunity for a mentor to develop new, collegial relationships.
- Provide an opportunity to develop mentoring skills.

## Ideal candidates for the CSW Staff Mentoring and Development Program

Due to limited space, participation in the CSW Staff Mentoring and Development Program is selective. Interested individuals are required to apply and pending application review, an individual may be accepted into the program. The program is open to **all** staff. Ideal candidates for the program display the characteristics noted below:

### Qualities sought in mentors

- Excellent performance
- Professionalism and positive attitude
- Willingness to share career experience and skills
- Openness to new ideas and fresh perspectives

### Qualities sought in mentees

- Excellent performance
- Professionalism and positive attitude
- Desire to learn more about the University
- Desire to grow professionally
- Openness to new ideas and fresh perspectives

### Program design

The CSW Staff Mentoring and Development Program consists of both one-on-one mentoring and development opportunities. Mentors

and mentees are expected to meet once a month during the six-month program. Additionally, mentees are expected to attend professional development workshops and peer coaching events throughout the program, usually two per month. Upon completion of all of the program requirements, mentors and mentees will earn a certification of completion.

### Program details

- Mentees will be matched with a mentor who is not from the same unit as the mentee, nor is in any type of supervisory or evaluative position over the mentee. The CSW office will try to match mentees with mentors who are from areas that the mentee is interested in learning more about.
  - The program is open to all university staff regardless of gender.
  - Mentees are required to attend a two-hour orientation session scheduled to take place the first month of the program. Following the orientation session, mentees will schedule meetings with their mentor. Most meetings will be conducted via ZOOM.
  - During the program, the CSW will provide eight to ten development and networking programs. Most programs will take place via ZOOM. Mentees will be expected to attend at least five programs. Mentors are not required to attend the development programs, but may do so if they wish.
- Mentees may participate in peer coaching groups to develop relationships and network with fellow mentees in the program.
  - A variety of resources will be provided throughout the program including Strengths Finders assessment, resource readings and materials.
  - All mentors and mentees will be expected to sign a contract regarding responsibilities for the program. Upon successful completion of program requirements, mentees and mentors will earn a notice of completion.
  - Mentees in the program should expect to spend 2-3 hours per month, for a total estimated time commitment of 18 hours for the program. Mentors in the program should expect to spend about ½ hour to 1 hour per month for a total estimated time commitment of 5.5 hours over the six month period.
  - Participation in the CSW program does not in any way guarantee advancement, promotion, or salary increases. The program is meant to inspire and support a rewarding and evolving career at ASU. The program is designed to help provide excelling staff members with support and resources to help grow their career.

### Feedback from program participants

Here is what some of our past mentoring participants had to say about the program:

“The CSW Mentoring program is one of the best professional development opportunities at ASU! The program is thoughtfully structured to offer the chance to connect with a fellow Sun Devil who is just a few steps ahead in his or her career, gain practical ASU-related tips that can be immediately applied, and help participants see how their strengths can be used at ASU. There is freedom to ask questions and talk about issues that you may not be able to deal with in your current work context. It's the best thing I could have done at this stage to grow my career at ASU!

“The mentor/mentee program was insightful and helped provide guidance around expanding your career at Arizona State University. My mentor was informative and supportive in giving advice and counsel on careers in higher education, particularly at ASU. I would highly recommend this program to employees looking build their career path at ASU.”

“I am so grateful for the mentoring program. I think when I started at ASU, I didn't really have a direction. With the help of meeting with my mentor, the workshops, and my peer mentoring group, I now have a direction and the confidence and tools to get there. I am very grateful for this program!! “