

ADFM Administrator Mentorship Program

Mentor's Role

A mentor is an ADFM Administrator (5 or more years, preferred) who is willing and able to share his or her knowledge and work experience with an early career ADFM Administrator (1 to 3 years). The mentor role will vary depending on the needs of the mentee and on the partnership the mentor builds with the mentee. Some examples of possible mentor roles are teacher, resource, advisor, motivator, companion, role model, and networker.

Mentor's Benefits

- Gain deep satisfaction from sharing expertise and watching another administrator develop.
- Add to your already outstanding leadership skills.
- Build a professional network for future collaboration.
- Invest in the future of the ADFM.
- Learn from the mentee's experiences and insights.
- Give something back to the professional community.

Mentor's Responsibilities

- Maintain consistent contact with the mentee (approximately 1-5 hours a month).
- Introduce networking opportunities.
- Serve as an unbiased confidant and advisor.
- Discuss possible professional goals to be achieved.
- Provide insights to ADFM culture and organizational climate.
- Provide positive and objective suggestions on appropriate professional office behavior.
- Provide positive and objective suggestions on ways to improve job performance.
- Follow through on commitments.
- Communicate cooperatively.
- Notify by email – Sam Elwood (selwood@adfm.org) of any changes with the partnership.

How to get involved

- Complete the ADFM Administrator Demographics Info Request & Mentoring Application (<https://www.surveymonkey.com/r/ADFMDA>), within it select that you're interested in "being a mentor."
- Reach out to Sam Elwood (selwood@adfm.org) with questions.