



MENTEE PROGRAM

Application

**Please fill out and return this application to the SA Office
(350 SU) by Friday, September 15th, 2017 at 5 PM.**

Opportunities are available in the following
departments:

STUDENT AFFAIRS (2)

CLUB SERVICES (2)

MEDIA & MARKETING (2)

ENTERTAINMENT (3)

For more information, please contact the SA Office (350 SU) at 716-645-2950 or email the
SA Chief of Staff at gunnarha@buffalo.edu.

Thank you and we look forward to reviewing your application!

MENTEE PROGRAM INFORMATION

Thank you for your interest in the 2017-2018 SA Mentee Program! The Mentee Program is an excellent opportunity for you as a UB student to familiarize yourself with the Student Association and its departments while gaining valuable knowledge and experience to enhance your resume, your portfolio, and your UB journey! The Mentee Program is an unpaid opportunity.

All mentees are expected to hold between 5-10 office hours per week, attend all department meetings, SA Staff meetings, trainings, staff activities and complete any preparation work that may be required in advance of such meetings. Mentees will report to their Department's Director and the SA Chief of Staff.

Mentees will assist in all areas of the departments to which they are selected. Opportunities are available in the following departments (a general overview of each department is included below):

Club Services (2)

The Club Services Department works to support clubs at UB and put on programs for clubs and the UB community as well as workshops that help teach clubs how to succeed.

Student Affairs (2)

The Student Affairs Department is responsible for working on issues of student advocacy and putting on events relating to students' concerns and well-being.

Media & Marketing (2)

The Media & Marketing Department is responsible for promoting SA and its events to the rest of the university through print and social media. Opportunities in Media & Marketing may include: public relations and/or outreach.

Entertainment (3)

The Entertainment Department is responsible for planning and working at SA's medium and large scale events including Fall/Spring Fest, Homecoming Carnival, Spirit Week, and much, much more.

You may select only 1 department in which you wish to work.

We look forward to receiving and reading your application!

SA MENTEE PROGRAM APPLICATION

Name: _____

Person Number: _____

UB Email: _____

Cell Phone Number: _____

Permanent Address (Include City, State, ZIP):

Current Address:

Academic Major(s) and/or Minor(s):

I am interested in the following department (Select only 1):

- Student Affairs
- Club Services
- Media & Marketing
- Entertainment

Please include the following items with your application:

1. A personal statement, describing your interest in the position for which you are applying and what you hope to accomplish in the position during the year. Also, please include in the personal statement a summary of your job skills, credentials, and experiences which serve to make you a superior candidate for the position (no more than 2 pages).
2. A copy of your resume (1 page)
3. A copy of your schedule for the fall semester and expected time of availability for this position in the upcoming academic year. Please explain all other time commitments (jobs, sports, unusually heavy course load, etc.)

PLEASE SUBMIT THIS APPLICATION TO THE SA OFFICE (SU 350)

BY Friday, 9/15 AT 5 PM.

BE PREPARED TO SIGN UP FOR A TENTATIVE INTERVIEW ON A WEDNESDAY OR FRIDAY THE FOLLOWING WEEK.

UPON REVIEW OF YOUR APPLICATION, YOU WILL BE NOTIFIED VIA EMAIL WHETHER OR NOT YOU WILL CONTINUE IN OUR HIRING PROCESS.