

Overview

The AUBG Alumni Mentoring Program is designed to connect alumni mentors with current students in support of their professional development through guidance and assistance. The program allows the students to interact with industry professionals, improve goal setting skills and career readiness skills such as resume building and motivational letters, prepare graduate school applications as well as gain career insight.

Mentors and Students who wish to participate in the program should fill out applications forms located on AUBG website or AAA website. After admission, the AUBG Alumni Mentoring Program Committee will match the student to a Mentor based on their common interest and personal and professional preferences.

Mentor Requirements and Eligibility

- Degree conferred from AUBG or EMBA in any academic program
- At least 1 year of professional experience in the chosen field

Mentor Expectations and Responsibilities

- Decide with a mentee on the main communication channel (i.e. email, phone, in-person, etc.)
- Communicate with your mentor on a regular basis (at least 8 times throughout the program)
- Help mentee identify and set goals, track progress, and adapt to changes
- Fill out the **Mentoring Plan Worksheet** in the first meeting and submit it to the AUBG AMP Committee
- Help mentee understand relevant concepts and proactively seek answers to the mentee's questions
- Reinforce important competencies and skills valued for a successful career in the chosen field
- Assist mentee with the career readiness questions, i.e. resume, cover letter, interviewing, how to search for a career. Offer suggestions and feedback.
- Respond in a timely fashion.
- Commit to open dialog and extend their knowledge whenever possible.
- Provide feedback about your experience through surveys
- Contact the Alumni Office/AMP Committee in case any issues arise
- Contact the Alumni Office/AMP Committee if the Mentor wishes to stop being a part of the program

What is not required from a Mentor:

- To offer any jobs/internships to mentees. While this is not a requirement, mentors are welcome to offer job/internship positions to their mentees
- To offer further guidance and help to the mentee after the completion of the program.

Mentee Requirement and Eligibility

- Current student enrolled in any AUBG degree program
- Open to Juniors and Seniors

Mentee Expectations and Responsibilities

- Decide with your mentor on the main communication channel (i.e. email, phone, in-person, etc.)
- Communicate with your mentor on a regular basis (at least 8 times throughout the program)
- Identify and set goals for the mentoring relationship with your mentor

- Fill out the **Mentoring Plan Worksheet** in the first meeting and submit it to the AUBG AMP Committee
- Respect their mentor's time and attend the arranged meetings. If you need to reschedule, please check in with your mentor.
- Be open-minded and appreciative when receiving advice and feedback.
- Contact the Alumni Office/AMP Committee in case any issues arise
- Contact the Alumni Office/AMP Committee if you wishes to leave the program

What is not expected from a Mentee

- Ask their mentor for a job. While this is not a requirement, it may happen and mentors are welcome to offer job/internship positions to their mentees
- Request obligatory further guidance and help from the mentor after the completion of the program

Program Structure

Application and Coaching

Students who wish to participate in the program should fill out the **Student Application Form** and send it to the AMP Committee along with a CV. Please include any relevant experience (i.e. internship) in your CV and any special interest for better matching results.

Alumni who wish to participate in the program should fill out the **Alumni Application Form** and submit it to the AMP Committee.

Once accepted into the program, you will be required to take part in the coaching session. You will receive more information in the confirmation email from the AMP Committee once admitted into the program.

If this is not your first time participating and you have already gone through the coaching session, please indicate this in the application form and the coaching requirement will be waived.

Matching Process

Mentors and mentees are required to fill out the application forms upon applying for the program. The AMP Committee will review the applications and make matches based on personal and professional commonalities.

Once all the matches are made, the AMP Committee will notify the mentors and mentees about their respective matches and their contact information. The mentee is expected to initiate the communication with the mentor in the first 5 days of receiving their contact information. Failure to establish communication will result to removal from the program.

Mentor and Mentee are required to fill out a **Mentoring Plan Worksheet** and submit it after the first meeting.

Evaluation

Mentors and mentees will be surveyed throughout and at the end of the program. The purpose of the surveys is to identify the areas for improvement and development.

Mentees are required to submit weekly journals with summaries of their work with the mentor. Please submit the weekly journal entries to the AMP Committee.

Resources and Suggested Activities

The following resources are meant to be used as an activity guide. You may choose to follow some of these suggestions or come up with your own activities.

Getting Acquainted

- Share your AUBG experience
- Share your main goals and interests
- Mentee shares plans for after AUBG graduation
- Mentor shares their experience after graduating from AUBG

Professional Development and Career Readiness

- How to choose a career path
- Explore different work places and further discuss their advantages and disadvantages
- Create a CV/motivational letter/cover letter
- Exchange and comment on each other's CVs/motivational letters/cover letters
- How to deal with difficult situations and conversations in the workplace
- Explore and discuss the necessary skills for a chosen career path/work place
- Explore online job seeking platforms
- Explore internship opportunities
- Discuss advantages and disadvantages of continuing education or entering workforce

Mentorship Program Timeline

July 9, 2020 Applications begin

July 23, 2020 Match Notifications

July 24, 2020 Mentorship Program begins

July 26, 2020 **Deadline for Mentees to send first email to their mentor**

Sept 14, 2020 Mentorship Program ends

INFORMATION ON THE PROCESSING OF PERSONAL DATA. ESSENCE OF THE ARRANGEMENT BETWEEN THE CONTROLLERS

Information regarding the Joint Controllers

The processing of personal data subject to the present joint controllers agreement is performed jointly by the American University in Bulgaria Association, registered in the Commercial Register and Register of the Non-Profits at the Registry Agency under universal identification code 000019449, with seat and address of management at Blagoevgrad Province, Blagoevgrad Municipality, 2700 Blagoevgrad City, No.1 Georgi Izmirliiev Makendoncheto Sq., and the AUBG Alumni Association, registered in the Commercial Register and Register of the Non-Profits at the Registry Agency under universal identification code: 176854876, with seat and address of management at Sofia City Province, Capital Municipality, 1404 Sofia City, Triaditsa District, No.113 Kestenova Gora Street, entr. G, floor 4, app. 100.

Purposes for the Processing

The processing of personal data performed by the joint controllers is in relation to and for the purposes of the AUBG Alumni Mentoring Program, designed to connect alumni mentors with current students in support of their professional development through guidance and assistance. The program allows the students to interact with industry professionals, improve goal setting skills and career readiness skills such as resume building and motivational letters, prepare graduate school applications as well as gain career insight.

The legal grounds for the processing is the performance under the agreement for participation of the data subjects in the AMP, the consent of the data subjects for the retention of their data for the purposes of participation or future participation in the AMP, as well as the legitimate interest of the joint controllers for the development and improvement of the Program.

Storage Periods for the Processing

The personal data of the mentors and mentees participating in the AUBG Alumni Mentoring Program shall be stored for a period of ..., starting from the day following the end date of the program for the purposes of evaluating the effectiveness of the program and its development and improvement.

The personal data of the applicants, who have not been approved or who have been approved but have not initiated or have stopped their participation in the program, will be stored for a period of ..., starting from the day following the day of refusal of the respective application, resp. the termination of participation in the program.

With the consent of the respective participant, the data may be stored for a longer period than specified, including for the purposes of applying for the program for a future period.

Subject-matter of the Processing

The subject-matter of the processing includes the submission of the Student Application Form by Students, resp. the Alumni Application form by Alumni, who wish to participate in the program before the Alumni Mentoring Program Committee along with a CV, facilitating the coaching session taking place once all participants are admitted into the program, the mentors-mentees matching process by the AMP Committee, the filling-out and performance of the Mentorship Plan Worksheet, the submission of the mentee weekly journals as well as the final evaluation upon the completion of the Program.

Types of Personal Data Processed

The following types of personal data included in the Student and Alumni Applications Forms, the Mentorship Plan Worksheet, the weekly journals of the mentees and the final evaluation of the Program are processed: full name, contact data such as personal and AUBG email address, citizenship/ country of origin, age and biographic data (such as data from AUBG student file), data regarding personal interests and career goals (students) as well as data regarding professional experience and employer-related data (AUBG Alumni), data regarding the performance and experience within the program as well as any recommendations made by the participants (both).

Categories of Data Subjects

The joint controllers shall process the personal data of the students applying for the Alumni Mentoring Program, regardless of whether they have been admitted in the Program or not, as well as the data of the Alumni, who have graduated from AUBG and fulfill the requirements for participation in the Program.

Rights of the Subjects with regards to the Processing of their Personal Data

All applicants and/or participants in the AUBG Alumni Mentoring Program have the following rights with regards to the processing of their personal data:

- to request access to your personal data;
- to request rectification or erasure of your data;
- to restrict/ object to the processing of your data;
- to request the transfer of your data;
- to withdraw your consent if the processing is based on consent, without affecting the lawfulness of processing before this withdrawal;
- to lodge a complaint with the supervisory authority – the Commission for Personal Data Protection with address at No.2 Prof. Tsvetan Lazarov Blvd., Sofia 1592, Bulgaria.

You may submit your applications vis-à-vis each of the joint controllers or by reaching out to the Contact Point designated by the controllers using the details described below.

Contact Point for Data Subjects

The Controllers have designated the following contact point for data subjects with regards to the processing of personal data for the purposes of the AUBG Alumni Mentoring Program:
aamentoring@googlegroups.com