

Extension and Engagement Mentor’s Primary Objectives:

1. Students will learn:

- A broader, more in-depth understanding, awareness, and appreciation of NC State continuing education and professional development programs
- Develop a sequence of steps involved in program management to include promotion, budget and other financial development, logistical needs, program implementation, assessment and evaluation, and the processes involved with program closeouts and financial summation
- To recognize the various types of adult learners, their needs, and their learning styles
- How to network through event management opportunities at the McKimmon Center to enhance their transition into their first job placement after graduation
- Key values of quality customer service and responsiveness
- To appreciate the value of becoming an active NC State Alumni and utilizing the career development opportunities that are promoted and hosted by NC State University at the McKimmon Conference and Training Center

The student will be assigned to work closely with a Program Coordinator and Program Assistant within the Office of Professional Development (OPD) on an upcoming program for the late fall or early spring. The assignment will include six phases of program development, implementation, and closeout. The six phases will be accomplished by means of several planning meetings, one-on-one interaction with the OPD staff, preparation of participant materials, phone/email interaction with participants, speakers, caterers, and exhibitors and the on-site implementation of the program at the McKimmon Center. The final phase, which will include interaction with the Accounts Receivable Office at the McKimmon Center, will be the steps involved in the program closeout to include a review of all income received, expenses paid, revenue to be shared, and the completion of a final financial report.

Compensation:

- Hourly pay at \$8.50 per hour
- Other monetary benefit (example: use of agency vehicle or travel reimbursement)
list: _____
- No wages/stipend available
- Other forms of support (example: housing, food)
list: _____