Summer Youth Employment/Mentoring Program

In July 2012 the Le Moyne Upward Bound Program, the Office of Human Resources and CNY Works (a state and federally funded agency working under the auspices of the NYS Department of Labor) initiated a collaborative program to provide rising seniors in our Upward Bound program the opportunity to work with and learn from our professional staff.

The ideal opportunity will include:

- Work assignments that will allow our students to learn how to work in a professional environment.
- Assignments with specific deliverables, opportunities to develop new skills, work to deadlines and provide a useful service for the department are best
- Providing other work experiences like attending appropriate meetings, assisting with events and participating in other campus activities will also enrich the experience.

Most important to this project is the identification of individuals who are interested in mentoring our students as they supervise the work. We are looking for people who, along with being a safe resource for asking questions and seeking guidance, will provide important tips about:

- How to work with colleagues
- How to work in a professional environment
- How to communicate effectively with co-workers and office visitors
- How to provide effective service
- How to participate in campus life

Each of these elements will help us prepare these students for the rigor of academic life in college once they graduate from high school.

We had 14 participate during the 2012 summer. The program ran from July 1 through July 26 with students working Monday through Thursday each week, from 1:30 to 4:30. They will be paid in full as employees of CNY Works, assigned to Le Moyne College. The departments that participate will not be responsible for any portion of the hourly rate paid to the students.

If you are interested in providing this learning experience for our students and interested in participating in our program next year, please send your name, office, and a brief job description to Amy Zubieta in the Office of Human Resources. Please contact Jack Matson or Johnnie Hill Marsh directly with any questions about the program