

# SPHTM ALUMNI MENTORING PROGRAM

The purpose of the SPHTM Alumni Mentoring Program is to match current public health students looking for mentorship with experienced SPHTM alumni. Alumni will serve as mentors for one semester and provide guidance and assistance with students' career goals. The SPHTM Alumni Mentoring Program was launched in 2014, and nearly 100 matches have been made in program history.

## Program Logistics

**Eligibility:** All SPHTM Masters and Doctoral students may apply to be matched for any semester during their time at Tulane. All alumni are eligible to apply as mentors. Historically, alumni chapters from Washington DC/Baltimore, New Orleans, the San Francisco Bay Area, and Atlanta have participated.

**Time Commitment:** The program is typically run once during the Fall semester and once during the Spring semester. Students and alumni should be willing to commit to having at least 3-4 meetings, either in person or virtually throughout the semester.

**Matching Process:** Students and alumni will be matched most closely based on student career goals, student preferences, and alumni geographic locations and preferences.

### Timeline (Fall)

Applications Open: Mid-August  
Deadline: Early September  
Matching/Program Begins: Mid-September  
Program Ends: Late November

### Timeline (Spring)

Applications Open: Early January  
Deadline: Late January  
Matching/Program Begins: Early February  
Program Ends: Early May

**Application Process:** Students will need to apply each semester through the SPHTM Alumni Mentoring Program Event on Handshake. Students will also need to upload a current resume in their Handshake profile. Alumni are recruited year-round. If interested, please email Catherine Gergen at [cgergen@tulane.edu](mailto:cgergen@tulane.edu).

## Program Overview and Expectations

**Program Content:** The program is designed to focus on specific career goals set by the student. Students will select 2-3 specific goals in their application which will be shared with their alumni mentor. Mentors can refer to resources on page 2 to guide conversations, but it is up to the student to initiate contact and set meeting times. Student/Mentor Matching emails will go out no more than a week after the application deadline and the first meeting should be set no more than two weeks after that.

**Additional Expectations:** Students are expected to initiate contact with their mentor and set meeting times. The SPHTM Career Services staff will check in to assess how each pair is working. All mentor/mentee meeting information should be confidential and feedback will be collected at the end of the semester.

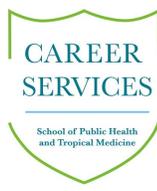
### Questions? Email SPHTM Career Services!

Catherine Gergen, Asst. Director of Career Services  
[cgergen@tulane.edu](mailto:cgergen@tulane.edu)

Abby Lukens, Career Advisor  
[alukens@tulane.edu](mailto:alukens@tulane.edu)

"I was facing a lot of challenges before I joined this program such as graduation pressure, job hunting and developing network skills. Thanks to my mentor, I was gradually able to explore my future career path".

SPHTM Student, Fall 2018 Cohort



# ADDITIONAL RESOURCES FOR ALUMNI MENTORS

## Leading Conversations around Networking

There are a few great virtual networking tools you can refer students towards including:

- [Tulane Connect](#)
- [LinkedIn \(Tulane University and Tulane University School of Public Health and Tropical Medicine\)](#) are both main University pages that can be used to find and contact alumni. There is also a [Tulane University School of Public Health and Tropical Medicine Alumni Association Group](#).
- [Facebook NOLA Alumni Group](#)
- [Facebook Washington DC Alumni Group](#)
- [Facebook Atlanta Alumni Group](#)

When reaching out to new alumni contacts for networking, students can use the 2020-2021 Networking Guide to create sample outreach communications and formulate questions to ask during informational interviews.

- [2020-2021 SPHTM Networking Guide](#)

## Leading Conversations around Job Searching

Student mentees may have goals centered around job searching and finding their best fit within the public health industry that they would like to discuss with you. Often, sharing your own experiences searching and finding jobs in your career path will be immensely helpful, but you may also want to guide students towards additional resources. In SPHTM Career Services, we have identified the three distinct efforts that lead to a well rounded job search: **Organization Research, Applying to Job Postings, and Networking**.

We have assembled a series of guides to assist students in these efforts:

- [2020-2021 SPHTM Employer Research Guide](#)
- [2020-2021 SPHTM Fellowship Guide](#)
- [2020-2021 SPHTM Interviewing Guide](#)
- [2020-2021 SPHTM Resume and Cover Letter Guide](#)
- [2020-2021 SPHTM Funding Guide](#)
- [Job searching during COVID-19](#)

Here are some additional job searching websites/platforms that are helpful to students during their search:

- [Handshake](#) (Tulane's career management platform with posted jobs, internships, fellowships, etc.)
- [WorkNola](#)
- [Publichealthjobs.org](#)
- [Globalhealth.org](#)
- [ORISE Fellowships](#)

## And most importantly!

Remember that sharing your personal experiences and insights as a SPHTM alumni and a public health professional is invaluable and one of the many reasons this program has been successful! Be willing to share and don't hold back! Both you and your student mentee will benefit from this exchange of information.



# ADDITIONAL RESOURCES FOR STUDENT MENTEES

## What to prepare for your meetings

While your alumni mentor is prepared to guide conversations, this should be a shared responsibility. These conversations are meant to be centered around you and your career goals, so the more specific you can be about your current goals and what you're looking to get out of the alumni mentoring program, the better!

You will be asked to choose three of the following goals on your application (but you are not limited to these and can ask your mentor about any career questions you might have):

- Establishing an actionable, measurable networking plan
- Maintaining motivation during the job/practicum search
- Branding myself as a young professional in the public health industry
- Job searching advice
- The academic job search, research, or publishing
- Practicing informational interviews
- Practicing mock interviews
- Developing job interviewing skills
- Other

## Informational Interviews and Mock Interviews

You can get to know your mentor during your introduction meeting by asking them about themselves, their career path, and their current organization! This is called an "informational interview". You can review the 2020-2021 SPHTM Networking Guide to familiarize yourself with informational interviews and read the list of possible questions to prepare.

- [2020-2021 SPHTM Networking Guide](#)

If one of your career goals is to improve your interviewing skills, you can also ask your mentor if they would be open to using one of your meetings as a mock interview! It can be helpful to have a practice interview based on an actual job that you plan on applying to either now or in the future, so try to find a job description online that might be a good fit. If you choose to do a mock interview, review the 2020-2021 SPHTM Interviewing Guide to prepare.

- [2020-2021 SPHTM Interviewing Guide](#)

## Professionalism

Your alumni mentor has carved out time to meet with you over the semester, so please honor their time by being communicative, scheduling meetings in advance, showing up on time, and practicing professionalism! By applying and being accepted into the program, you are committing to at least 3-4 meetings over the semester.

Remember that if your semester goes well, these relationships have the capacity to be longer term. If both parties agree to stay in touch, mentoring relationships can last for years and continue to be beneficial well into your first professional role post graduate school.