

Mentoring System Administrator

Menttium is seeking an experienced Mentoring System Administrator to join our team. We offer market-based compensation and great benefits; as well as a collaborative and fast-paced work environment, and an extremely talented and dedicated staff. Menttium is an equal opportunity employer.

Key Accountabilities (not an exhaustive list):

- Manage Invitation, Enrollment, Attendance for all events/programs
- Administer Event Evaluations, Assessments, and Quarterly Check-in Surveys
- Email program-related communications to Mentees, Mentors, Mentee's Manager, Program Manager (includes e-minders)
- Respond to requests for contact by mentee and mentors and manage partnership issues that arise
- Respond to mentee technical questions and/or problems with assessment / survey submissions
- Phone coverage
- Order office supplies
- Copy and postage machine maintenance
- Distribute mail
- Manage mail merge documents, action codes and match Activation in OnContact system

Minimum qualifications:

- A minimum of three years experience program administration or customer service
- High School diploma or GED

Strengths in the following knowledge, skills and abilities:

- Information and Communication Technology (e.g., web, MS Office, Exact Target, MS Outlook)
- Organization
- Time Management
- Customer Service
- Prioritization
- Collaboration
- Interpersonal Communication
- Verbal Communication
- Written Communication
- Critical Thinking
- Problem Solving

- Demonstrated ability to:
 - Build strong, trusting relationships within the organization and collaborate in order to achieve goals
 - Professional phone presence
 - Act in an ethical manner
 - Respond to client requests/questions in timely and professional manner
 - Manage multiple tasks with attention to detail

If you meet these qualifications and you are interested in applying for the Mentoring System Administrator, please submit a cover letter and resume.

Note: A background check and drug screen will be conducted as part of the selection process.

Interested candidates should submit their resume and cover letter to: julie-moshier@menttium.com.

JULIE MOSHIER | Mentoring System Program Director | Menttium Corporation
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