

## **Tiffin University MBA: Individual Career Development Plan For Mentoring Partnerships**

Mentor: Craig Rainey

Mentee: Mirandia Green

Short term goals (what mentee plans to accomplish in several months): As someone working in high school athletics, my goal is to gain firsthand experience and insight into the operations and responsibilities of a collegiate athletic department.

Steps to take to meet short term goals: During my internship, I aim to contribute to the planning and execution of a major college sports event. I will familiarize myself with NCAA eligibility requirements and specific standards specific to Adrian College.

Mentor's suggestions/guidance for short term goals: To gain experience in event management and understand the behind-the-scenes work involved in hosting collegiate-level events, I will attend meetings, manage ticket sales and observe Meg Sharp, the Associate Athletic Director, his right hand. Also, to develop strong organizational skills, I will be involved in tasks such as updating athlete information and team schedules and managing compliance paperwork, which is all valuable in supporting overall efficiency and effectiveness.

Steps mentee will take before next meeting with a mentor: Look into the various links put together by Craig of policies and rules set forth by the college and the NCAA.

Date Discussed: November 18<sup>th</sup>, 2022

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Medium range goals (1-3 years): My 1-3-year goal is to advance my career from an Athletic Secretary to an Assistant Athletic Director.

Steps to take to get there: Finishing my MBA is the first credential I need to show that I am serious about this career path and gaining more experience.

Mentor's suggestions/guidance: If I aspire to become an athletic director at the collegiate level, it is important to continue growing and excelling in my current role at Tecumseh.

Long range goals (3-10 years): My long-term range goal is to be an Athletic Director. I still see myself continuing to work in high school athletics, but that could change.

What options does mentee have to consider in order to reach those goals? Some schools, like Tecumseh, expect the Athletic Director to fill in for the Assistant Principal in his absence. Therefore, if I continue to work in Michigan, I would be required to have a school administrator's certificate. Also, I must build a strong professional network, attend conferences and workshops to expand connections and stay updated with rules and regulations.

Mentor's suggestions/guidance for long range goals: Actively seek out opportunities to take on additional responsibilities or lead special projects such as organizing tournaments, managing budgets, overseeing facility upgrades, or implementing new programs. Demonstrating leadership and initiative and the ability to handle increased responsibilities will show readiness to transition.