

# Role of the Datasets Coordinator Mentor



Datasets Coordinators Meeting and Forum  
19<sup>th</sup> January 2009

# Why have mentors?



- Newly appointed DSC's would like help
  - not always able to have a hand over period
  - could reduce the learning curve
- The CAUL Executive Officer can share the load
  - there is someone else to ask
  - knowledge and experience is shared

# How to get the DSC and the chosen mentor together?



- CAUL Executive Officer will identify when a new DSC registers
- The mentor will be contacted with the details of the new DSC
- The mentor will then contact the new DSC and introduce themselves

# How will the DSC and mentor communicate?

- Discussion about what the ground rules will be during the mentoring process
  - will communication be via phone and/or email
  - will there be an initial outline of what the DSC involves or will it be more answering questions as they arise



# What should a mentor look to cover?

- DSC discussion lists
  - How can you contribute?
  - What type of questions should you put on the list?
  - What type of responses do you get?



# What should a mentor look to cover?

- Communicating with colleagues within the institution about offers
  - What is a yearly work flow like?
  - Preparing for upcoming offers and renewals
  - Where do you look for information?
  - What do you find on the web site and how do you interpret this information?



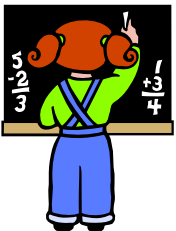
# What should a mentor look to cover?



- Respond to request for information from CAUL Executive Officer in a timely manner
  - What type of questions could be asked?
  - What type of information do you need to provide in response?
  - How do you respond?
  - What is a timely manner?
  - How do you renew or cancel a package?

# What should a mentor look to cover?

- How does CEIRC handle invoices?
- How do you report a helpdesk issue for a CEIRC package?
- How are licences handled for CEIRC packages?
- Does CEIRC provide any information about Statistics and if so, what?



# When will the mentoring finish?

- One full renewal cycle



# Questions?

# Suggestions?

