

## About MASFAA

The Massachusetts Association of Student Financial Aid Administrators (MASFAA) is a state-wide nonprofit corporation of individual members who have responsibility for the administration of student financial assistance at postsecondary institutions, and others from related organizations who are interested in promoting effective management of student aid funds.

MASFAA was formed in 1970 when five financial aid administrators began a communications network among themselves. MASFAA now has over 700 members representing 200 public, private, and proprietary institutions of higher education in the Commonwealth, as well as related student aid partners.

## About CEED

The Committee to Enhance Ethnic Diversity (CEED) was formed to help facilitate the recruitment and promotion of minorities to professional financial aid positions at MASFAA-member institutions. CEED works with other MASFAA committees to ensure that issues related to diversity are a prominent focus within the association's activities and initiatives.

## Introducing... the Informational Interview Network

The Informational Interview Network (IIN) is a new outreach initiative coordinated by the CEED committee and hosted on [www.masfaa.org](http://www.masfaa.org). The IIN facilitates communication between individuals seeking career opportunities within the financial aid field and experienced aid professionals at MASFAA institutions, by providing a vehicle for informational interviews.

The Informational Interview Network is open to any interested individuals seeking to enter the financial aid field, or current aid professionals who want to learn more about prospects for advancement. In particular, the CEED committee hopes the IIN will help cultivate the pool of prospective minority job candidates for positions at MASFAA-member institutions. As access providers to higher education in Massachusetts, it is critical for our membership to reflect the rich diversity of the students and families we serve.

### How does the IIN work?

Prospective job candidates (protégés) may access the IIN under the Employment section at [www.masfaa.org](http://www.masfaa.org). The IIN provides a list of experienced aid professionals (mentors) with whom a protégé may request an informational interview. The mentor list features a short biographical summary of

the mentor's relevant work experience and a photo (if available), allowing protégés to select a potential mentor whose background and/or ethnicity can lend the most insight related to the protégé's job search.

From that point, the IIN process works like this:

1. The protégé sends an e-mail to the IIN mailbox requesting an informational interview with a selected mentor.
2. Representatives of the CEED committee monitor the IIN mailbox and forward the protégé's request to the designated mentor.
3. The mentor can either decline the request (for example, if the timing is not optimal) or accept the request.
  - If the request is declined, the CEED member will respond to the protégé and suggest another mentor.
  - If the request is accepted, the mentor will respond directly to the protégé and schedule the informational interview.
4. Following the interview, a CEED member will follow up with both protégé and mentor to evaluate the effectiveness of the meeting.

### How can I participate in the IIN?

As a current MASFAA member, you can participate by becoming an IIN mentor and/or by referring prospective job candidates to the IIN as an employment resource.

## What does it take to become a mentor?

Being a mentor doesn't take a lot of time or commitment. The main responsibility is a willingness to meet with a protégé(s) and share your insights about the financial aid profession. Ideally, mentors will also maintain some contact with protégés who successfully secure financial aid-related employment in order to help support their professional development. If you have two years or more of financial aid work experience, you can be a mentor!

To become an IIN mentor, simply submit a short biographical summary of your work experience via e-mail to: [INN@masfaa.org](mailto:INN@masfaa.org) (write "Mentor Sign Up" in the subject line). Refer to the biographical summaries of current mentors at [www.masfaa.org/committees/CEED/informational\\_interview\\_network.htm](http://www.masfaa.org/committees/CEED/informational_interview_network.htm) and present your bio in a similar format. Upon receipt of your submission, the CEED committee will arrange to have your picture taken and your biographical information posted on the IIN.

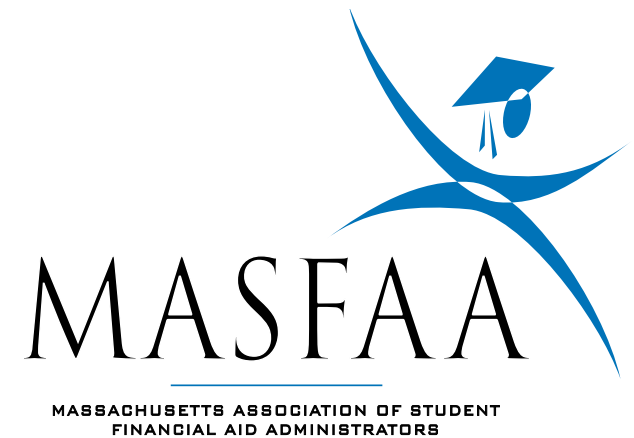
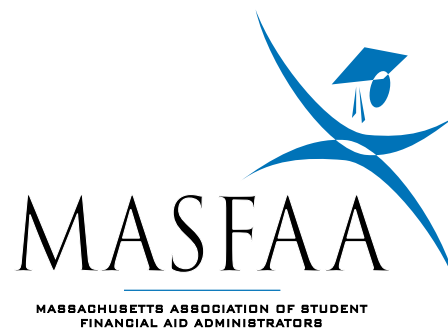
## Why should I become a mentor?

By participating in the Informational Interview Network, you can help foster a dynamic, diverse and supportive work environment for new aid professionals at MASFAA institutions. You may also benefit by being able to pre-screen potential candidates for job openings in your own aid office, and by honing your own interviewing skills.

## What if I have additional questions about the IIN?

Contact a member of the CEED committee (listed at [www.masfaa.org](http://www.masfaa.org)) if you have additional questions about the IIN.

We hope you'll take part in this exciting new initiative to help promote employment opportunities and diversity within the MASFAA community.



# Informational Interview Network