

2009-2010 Graduate International Student Mentor Position Job Description

The University of St. Thomas is a comprehensive, co-educational, Catholic university. It seeks to develop morally responsible individuals who combine career competency with cultural awareness and intellectual curiosity.

The Department of Campus Life creates purposeful and inclusive communities that enhance the moral, cultural, social and intellectual development of students.

Job Responsibilities

- ◆ One graduate mentor will be hired to help new graduate international students in their orientation and adjustment to St. Thomas and life in the U.S.
- ◆ The mentor will serve the incoming group of new graduate international students during the Fall semester. There is a possibility for the position to continue into the Spring semester.
- ◆ The Mentor will be available to meet regularly with students as individuals and in groups.
- ◆ The Mentor will help with orientation activities, plan intercultural and informational programs, plan career-orientated sessions, and meet weekly to plan activities.
- ◆ The Mentor is expected to attend planned mentor activities and can plan to work about five hours per week during the semester.
- ◆ The Mentor must attend all mandatory weekly graduate mentor staff meetings.

Overview of the Position and Time Commitments

MANDATORY TRAINING DATES

- Wednesday, April 15, tentatively scheduled from 5 – 9 p.m. (Location TBA)
- Friday, May 8th, 2009 from 3:30 - 4:30 PM- Regroup meeting before summer vacation
- Wednesday-Friday, August 19-21, 2009:
 - On-campus training on August 19th 9:00 AM -5:00 PM,
 - Overnight training from 9:30 AM on August 20th to 5:00 PM on August 21st. (Location TBA)

MANDATORY 2009 FALL SEMESTER EXPECTATIONS

- Be available to help as an Airport Greeter to greet new international students at the airport on August 26-27, 2009.
- Be present to attend a social event on August 29th or August 30th, 2009 for new international students.
- Be present at the international student orientation, which will be held on August 31-September 4, 2009.
- Work with the OISS graduate student worker to serve new graduate international students
- Meet regularly with new graduate international students in large groups, small groups and individually
- Plan graduate mentor events which will take place once a month
- Attend weekly mentor staff meetings
- Attend planned graduate mentor activities (most mentor activities take place on the weekends throughout the fall semester)

Eligibility

- ◆ Applicants must have lived outside of their home country for at least three months.
- ◆ Candidates must hold at least a 2.5 G.P.A at the time of application.
- ◆ Candidates should demonstrate:
 - Maturity

- Cultural awareness
- Intercultural effectiveness
- Leadership
- Group facilitation skills
- Communication skills
- Skills to work with individuals in a helping role
- Ability to plan programs effectively.

A Leader of Community

- ◆ Leaders protect, honor, and promote the inherent dignity of each student, and demonstrate a commitment to the belief that we are all one human family and our responsibilities to each other cross national, racial, economic, and ideological differences
- ◆ Leaders make a conscious choice to serve and take care of our community-its people and its environment
- ◆ Leaders exhibit an understanding and use of collaboration through respectful dialogue, shared vision, and respect for diverse cultures and opinions
- ◆ Leaders create an inclusive and participatory community

A Leader of Character

- ◆ Leaders understand their responsibility to support others and the University's policies. Leaders internalize and exemplify this responsibility
- ◆ Through interactions with the UST community, leaders will foster their talents and self-awareness
- ◆ As a communicator, leaders will perfect skills of empathetic listening, conflict resolution, and articulate expression of thoughts and ideas
- ◆ Leaders will experience a learning process: understanding the lessons from the past, the realities of the present, and the likely consequence of a decision for the future
- ◆ Leaders understand the importance of and utilizes reflection in practice

Contact Information

- ◆ Hourly rate is \$7.50 with a maximum payment limit up to \$650 per semester.
- ◆ Zhanna Saporova, Assistant Director of Office of International Student Services.
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