

2009-2010 Undergraduate International Student Mentor Position

Job Description

Job Responsibilities

- ◆ Six undergraduate mentors will be hired to help new undergraduate international students in their orientation and adjustment to St. Thomas and life in the U.S.
- ◆ Undergraduate mentors will work in a pair to serve the incoming group of new undergraduate international students from fall and spring semesters.
- ◆ Undergraduate mentors will make themselves available to meet regularly with students as individuals and in groups.
- ◆ Undergraduate mentors will help with orientation activities, plan intercultural and informational programs, and will meet weekly to plan activities.
- ◆ Undergraduate mentors are expected to attend all planned weekly activities and can plan to work about ten hours per week during the semester.
- ◆ Undergraduate mentors must attend all mandatory weekly 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.
- You'll be expected to present at the international student orientation, which will be held on August 31-September 4, 2009.
- Work with another mentor to serve a group of ten to twelve new international students
- Meet regularly with new international students in large groups, small groups and individually
- Plan mentor events for large and small groups of new international students
- Attend weekly mentor staff meetings
- Attend weekly planned 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

Contract Information

- ◆ Hourly rate is \$7.50 with a maximum payment limit up to \$900 per semester.
- ◆ Zhanna Saparova, Assistant Director of Office of International Student Services.
Tel: 651-962-6650 Fax: 651-962-6655, or email: oiss@stthomas.edu