

ISS Orientation Coordinator and InterConnect Lead Mentor Job Description

Summer and Fall 2013

International Student Services is seeking applicants for a unique, dual role opportunity of an ISS Orientation Coordinator and InterConnect Lead Mentor for the Summer and Fall of 2013.

The first responsibility this position will fill is the role of the **ISS Orientation Coordinator** for the summer of 2013. Applicants must be available to work on-campus throughout the summer months and will play an integral role in planning International Student Orientation as well as contribute to the daily operation of International Student Services.

Additionally, this person will serve as the **Lead InterConnect Mentor**. InterConnect Mentors (IMs) are a select group of seven Reed students, both international and domestic, who serve as part of International Student Services' (ISS) student leadership team. The role of an InterConnect Mentor is multi-faceted. IMs participate in an intercultural leadership training program that will develop their intercultural communication skills and knowledge. These students serve as group leaders during International Student Orientation, welcoming and guiding first year international students through orientation. IMs also provide support for international students by serving as peer mentors, assisting new international students in their academic, cultural, and social adjustments to the US and to the Reed campus throughout the fall semester. The Lead InterConnect Mentor will be a point person throughout Orientation, serving as a resource for the InterConnect Mentors and an essential leader within the program.

ISS is looking for Reed students to who are interested in developing intercultural leadership skills and want to give back to the Reed community in a meaningful way. We are looking for dedicated individuals who want to make a commitment to the program and contribute significantly to International Student Services and the next incoming class of international students.

Compensation:

The **ISS Orientation Coordinator** will be compensated \$10.08 hourly throughout the summer, and expected to work 10-20 hours per week. Schedule can be flexible with other work commitments, but hours in the office are expected frequently throughout the summer and during International Orientation.

The **Lead InterConnect Mentor** is compensated for their work during International Student Orientation (up to 40 hours) at \$10.08 an hour. Like those on the IM team, the Lead IM will also receive a leadership award of \$500.00 for the fall 2013 semester, to be paid in two installments (one at the beginning and one toward the end of the semester). Failure to meet job requirements will result in reevaluation of pay and/or position.

Responsibilities:

- Provide mentorship and guidance to a group of 4-6 international students.
- Welcome mentee group via email and respond to pre-arrival questions and concerns (summer).
- Work in the ISS office throughout the summer months helping to plan all aspects of International Orientation in conjunction with the Assistant Dean
- Provide leadership and direction for the InterConnect Mentor team and help to staff International Student Orientation. Responsibilities include: setting up facilities, preparing

welcome bags and door tags, checking in students, collecting immigration documents, leading ice breaker sessions, facilitating small group discussions, helping to coordinate the Welcome Lunch and flag ceremony, leading a city tour, and assisting the Assistant Dean with overall implementation of International Student Orientation.

- Maintain consistent communication with mentee group. Meet in person once per month with each mentee and maintain contact via email throughout the semester.
- Plan a monthly program for your mentee group (each mentor will have a programming budget of \$75/month).
- Meet with the Assistant Dean of Students for International Student Services once per month (during fall semester).

Desired Qualifications:

- Ability to work with peers in a team setting.
- Cultural sensitivity and appreciation for intercultural exchange.
- Accountability and strong organizational and time management skills.
- Strong desire and ability to be a leader and a positive role model for students.
- Ability to communicate thoughts and ideas effectively in a variety of environments.
- Enthusiasm for working with new students and families.
- Knowledge of campus resources and services.
- Approachable and accessible to mentees as needed.

Applicants must be a current Reed student.

Important Dates for 2013:

InterConnect Mentors must be able to attend all trainings, and be on campus during the following dates:

- Weekend of April 19th - Spring Training and retreat
- August 21st - Early move-in date
- August 22nd - Orientation preparation and training
- August 23-26th - Staff International Student Orientation

Application Timeline:

- Wednesday, February 6th - Position Info Session 12:00noon – 1:00pm, GCC 103
- Wednesday, February 13th - Position Info Session 3:00pm – 4:00pm, GCC 103
- Monday, February 25th at 5pm - Applications due
- February 27th – March 1st - Sign up for interviews
- March 4-13th - Interviews
- Selection notification week of April 1st

Due to training conflicts and the time-intensive involvement with ISS Orientation, InterConnect Mentors may not also be House Advisors or Orientation Coordinators/Assistants for the 2013-14 academic year.

Interested? Questions about the position or application process and timeline?

Contact Dana Bays, Assistant Dean of Students for International Student Services at baysd@reed.edu.

To apply, please fill out the general InterConnect Mentor application and note your interest in the ISS Orientation Coordinator and Lead Mentor role. Applications for the position can be downloaded online at <http://www.reed.edu/iss/interconnectprogram.html> and must be submitted via email to baysd@reed.edu by Monday, February 25th at 5:00pm.