

ISS Orientation Coordinator and InterConnect Lead Mentor Job Description

Summer and Fall 2014



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 2014.

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 are a select group of 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. InterConnect Mentors 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. InterConnect Mentors 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 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 \$10.23 hourly throughout the summer, and expected to work 15-20 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 \$10.23 an hour. Like those on the InterConnect Mentor team, the Lead InterConnect Mentor will also receive a leadership award of \$500.00 for the fall 2014 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 2014:

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

- April 11-12th - Spring Training and retreat
- August 20th - Early move-in date
- August 21st - Orientation preparation and training
- August 22-25th - Staff International Student Orientation

Application Timeline:

- Tuesday, February 4th, 4-5pm, GCC 103 - Position Info Session
- Wednesday, February 26th at 5pm - Applications due
- March 3-4th - Sign up for interviews
- March 6-8th - Interviews
- Friday, March 14th - Selection notification

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 2014-15 academic year.

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

Contact Dana Lawson, Assistant Dean of Students for International Student Services at dlawson@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/interconnect_now_hiring and must be submitted via email to dlawson@reed.edu by Wednesday, February 26th at 5:00pm.