

Job Title: International Orientation Leader

Department: Office of International Student Services

Title Position Reports to: Director, International Student Services and Graduate Assistant, International Student Services

Compensation: tbd.

Positions Available: Multiple

Job Summary:

This position is designed to serve as a role model to incoming international students and provide support and information during the week long activities leading up to the semester start date. This includes the orientation program, airport pickup and the beach trip for students. Orientation leaders will develop leadership, communication and public relation skills during this process.

Responsibilities & Duties:

1. Assist in the implementation of international orientation and new student activities
2. Serve as a positive role model to incoming international students and scholars
3. Facilitate group led discussions and activities
4. Support and participate in program events and workshops
5. Guide campus tours for new students
6. Welcome new students to Adelphi
7. Provide airport pickup services for new incoming students
8. Assist in the set up and break down logistics for orientation
9. Gain appropriate knowledge of university services and programs for international students.
10. Perform other related duties as assigned by the Director or Graduate Assistant.

Requirements (Knowledge, skills, and abilities):

1. Positive attitude and energetic personality
2. Demonstrate oral communication.
3. Willingness to serve as a leader for students.
4. Have proficient knowledge of university academic and student services.
5. Excellent interpersonal skills.
6. Ability to work well both individually and in groups.
7. Preferred involvement in university clubs or activities.

Experiential Learning:

- Improve communication skills
- Improve interpersonal skills
- Increase knowledge of International policies & procedures
- Interpersonal connections with peers and professionals