

Job Title: International Mentor

Department: Office of International Student Services

Title Position Reports to: Assistant Director, International Student Services

Compensation: Current compensation for International Mentors includes a \$500.00 stipend per semester.

Positions Available: 2 Undergraduate, 4 Graduate

Job Summary:

This position is designed to guide international students through key adjustment periods at Adelphi, provide relevant information, opportunities and programming to help with student success. This position is also responsible to create, implement and attend cultural programming throughout the academic year under the direction of International Student Services.

Responsibilities & Duties:

1. Gain appropriate knowledge of university services and programs for international students.
2. Attend a minimum of 3 departmental workshops per semester and all cultural activities offered through the Office of International Student Services, including but not limited to Orientation Leader training, International Orientation, and the beach trip.
3. Serve as the liaison between international students and the Office of International Student Services.
4. Design, create, and implement a cultural program.
5. Facilitate a successful campus orientation workshop series.
6. Support and uphold the policies of the University, the Federal F-1 and J-1 regulations, and being a positive role model for the student body.
7. Complete any administrative tasks on time.
8. Attend monthly advisory meetings with the Assistant Director.
9. Submit weekly logs of student mentor and mentee activity.
10. Observe and communicate any student health problems, academic distress signals, personal and/or social concerns, and problems to the Director of International Student Services.
11. Perform other related duties as assigned by the Assistant Director.

Requirements (Knowledge, skills, and abilities):

1. Demonstrate oral and written communication.
2. Willingness to serve as a mentor for students.
3. Have proficient knowledge of university academic and student services.
4. Excellent interpersonal skills.
5. Ability to work well both individually and in groups.
6. Enrollment at Adelphi University as a full time-student for two full academic semesters prior to the beginning of the employment period.
7. Must be in good academic standing.
8. Preferred involvement in university clubs or activities.

Experiential Learning:

- Improve communication skills (both verbally and electronically)
- Improve interpersonal skills
- Increase knowledge of International policies & procedures
- Interpersonal connections with peers and professionals