International Student Peer Mentor
Responsibilities & Calendar Spring 2018

Responsibilities

❖ Training and Support
  ▪ Attend a training sessions at the end of the previous semester and throughout the semester
  ▪ Meet regularly with a member of the ISSS staff
  ▪ Work with ISSS staff member to create a calendar and planning/advertising documents
  ▪ Complete review of the program and provide suggestions
❖ Meet with 3 to 5 small groups of students during and after orientation (6 to 10 students in each group)
  ▪ Administer intake evaluations
  ▪ Review Campus Involvement Resources
  ▪ Review Academic and other Resources
❖ Coordinate meeting up with student and attending existing on-campus events.
  Each Peer Advisor will coordinate attendance at one of each type of activity
  ▪ Athletics – Games, tour of facilities
  ▪ Cultural – Theater, speaker
  ▪ Student Life – student groups, residence life, programming board
❖ Provide on-going Support
  ▪ Share in the development and presentation of a weekly adjustment subject to present to new international students
  ▪ Answer questions via e-mail/Blackboard about the weekly subject and campus life more generally
  ▪ Work with ISSS staff member to identify students in need of additional personal or academic support from professional staff

Calendar

❖ Peer Mentor Training – Friday, December 8, 3:00-5:00
❖ Freshman Success Orientation Meeting – Friday, January 19
❖ Start Campus Event Participation – Wednesday, January 24
❖ Peer Mentor Training – Monday, January 22, 1:30-4:00
❖ Small Group Welcome Meetings – January 23-February 2 (ISPM sets specifics)
❖ Peer Mentor Training - Friday, February 16, 2:00-3:30
❖ Small Group Follow Up Meetings – February 16-February 23 (ISPM sets specifics)
❖ Small Group Mid-term Meetings – March 23 – March 30 (ISPM sets specifics)
❖ Small Group Semester End Meetings – April 11-April 20 (ISPM sets specifics)

I understand the responsibilities of the Peer Mentor position and will fulfill these responsibilities for the entire semester.

_________________________________  ______________________  ____________
Printed Name                          Signature                     Date