Position Title:
International Peer Mentor

University Area:
International Student Support – Student Life

Description and purpose of the job:
International Peer Mentors (IPMs) are an integral part of International Student Support’s outreach activities. IPMs’ purpose it to create a sense of belonging and community within The University of Adelaide’s international student cohort. IPMs provide valuable guidance for new students during orientation – leading campus tours and social programs. Throughout the year, they host weekly morning teats and fortnightly cultural dinner events to celebrate diversity on campus and foster relationship building activities.

Responsibilities &
Specific duties to be undertaken:

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<th>Key Period</th>
<th>Tasks</th>
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<tr>
<td><strong>Pre- Orientation</strong></td>
<td>✷ Actively participate in mandatory training day</td>
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<td><strong>12-16 July 2019</strong></td>
<td>✷ Assist IPM Coordinator and relevant ISS staff to prepare Orientation Program materials and resources</td>
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<td>✷ Assist with the set-up of the Welcome Centre (15 July)</td>
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<td><strong>Orientation</strong></td>
<td>✷ Maintain daily functioning of the <strong>Welcome Centre</strong> during Orientation</td>
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<td><strong>17-19 July 2019</strong></td>
<td>✷ Be available for 3 full day shifts</td>
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<td>✷ Assist with delivering workshops and presentations</td>
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<td>✷ Support Orientation social programs &amp; activities</td>
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<td>✷ Attend full day Victor Harbor &amp; Urimbirra Wildlife Park tour</td>
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<td><strong>During Semester</strong></td>
<td>✷ Assist with organizing 3 Friday ISS Morning Teas and volunteering at 8-10 Morning Teas - 9:30am-12:00pm</td>
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<td><strong>29 July – 8 November 2019</strong></td>
<td>✷ Support and facilitate ISS social events, including regular involvement (4 minimum/semester) at Language &amp; Cultural Engagement (LCE) 3:00-9:00pm Fridays</td>
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<td><strong>Other</strong></td>
<td>✷ Support ad-hoc ISS activities, including but not limited to PEP &amp; Trimester Orientations (teas &amp; campus tours)</td>
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<td>✷ Assist with producing promotional material and administrative tasks</td>
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<td>✷ Engage with the IPMs and LCE teams by email &amp; on social media</td>
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Qualifications – skills, expertise, experience, knowledge:
- Minimum GPA requirement of 5.0
- Completed at least 1 semester (applications from students who are currently in their first semester will not be considered)
- Experience in customer service an asset

Training provided:
- Customer Service
- Manual Handling & Food Safety
- Mental Health First Aid
- Consent Matters
- Team Dynamics/Styles
- Intercultural Awareness

Personal attributes required:
- Excellent communication skills
- High level of cultural competence and sensitivity
- Ability to work harmoniously within diverse team

Time frame
1 year minimum commitment

Supervision (to whom do volunteers report):
IPM Coordinator

Benefits to the volunteer:
- Professional reference & Certificate of Appreciation
- Adelaide Graduate Award
- Develop professional skills and experience and gain an international network

Should this Volunteer position interest you please contact:
Name: Shawna Hooton
Telephone: 08 8313 6087
Email: Shawna.hooton@adelaide.edu.au

Web Link details: https://international.adelaide.edu.au/life-on-campus/social-programs-clubs-and-sports/peer-mentor-program#what-is-a-peer-mentor