UNIVERSITY OF RICHMOND

STUDENT EMPLOYMENT

JOB DESCRIPTION

JOB TITLE: International Student Peer Mentor

DEPARTMENT: Office of International Education

ADDRESS: Carole Weinstein International Center, 1st Floor

TELEPHONE: (804) 287-6499

SUPERVISOR: Krittika Onsanit, Director of International Student & Scholar Services

JOB SUMMARY: The International Student Peer Mentor will hold office hours each week to handle walk-in and email inquiries from current and prospective international students about University departments, programs, and services, provide referrals to resources on campus and in the Richmond community, and give cultural, practical, and travel advice about the U.S. The Peer Mentor will send weekly email announcements about programs, events and services relevant to the international student population. The Peer Mentor should be familiar with procedures, policies, and general information about the Office of International Education (OIE) and its programs and services, as well as other campus offices that OIE interacts with frequently, such as Housing, the Registrar, Financial Aid, International Taxation and Student Employment. The Peer Mentor will serve on and provide administrative support to the International Student Advisory Board by scheduling and reserving rooms for meetings, creating meeting agendas, and taking meeting minutes. The Peer Mentor will also assist with general office duties when necessary, such as handling visitors and phone calls at the reception desk.

SPECIFIC DUTIES: The International Student Peer Mentor will be trained in UR policies and procedures for various administrative areas affecting international students, such as registration, housing, and financial aid. The Peer Mentor must become proficient in using the OIE website for international students and should be familiar with additional international and cultural resources and information on campus and in the Richmond community. The Peer Mentor will be required to hold 4 office hours per week and must commit to at least one academic year, with the possibility of renewal for subsequent years.

QUALIFICATIONS: A successful candidate will be an international student with good writing, computer and communication skills, the ability to take initiative and work independently, and strong working knowledge of major University academic and administrative departments. The candidate will be able to provide personal support and referrals to resources and services most utilized by international students, and have a commitment to the international student population.

For Student Employment office use only
Wage rate: Level II Index: 20805-6314

February 25, 2016