

**Position title:** Global Mentor, International Student Support

**Department:** International Education Center (IEC)

**Reports to:** International Student Advisor

**Number of Openings:** 2

**Hours per week:** Flexible, project-based

**Hourly Rate:** \$15 per hour up to \$600/year

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

### **Position Description**

The MassArt Global Mentor–Study Abroad will hold an integral job within the International Education Center (IEC). As part of IEC, the Global Mentor –Study Abroad will support the office in a variety of ways. Their reliable, enthusiastic and professional work will help prospective study abroad students get the most out of their plans to study off-campus.

The Global Mentor –Study Abroad, together with the Study Abroad Advisor in the IEC, aims to generate interest in study abroad. The Global Mentor –Study Abroad acts as an advocate for off-campus study in a variety of ways, such as: participation at events and info sessions; generating content for social media; and promoting resources for prospective study abroad participants. By sharing their experiences abroad and showing that students from a wide variety of backgrounds can participate in study abroad, the SAGM will show the range of experiences available.

### **Duties & Expectations**

- Be an enthusiastic participant at IEC events, including international orientation, international student events, and International Education Week activities
- Orientation
  - Attend and provide leadership at all international orientation programs (summer virtual sessions, in-person at Fall New Student Orientation and January New Student Orientation)
  - Connect with incoming students in August and January
  - Attend F-1 information sessions
  - Once per week, a Global Mentor should connect with international students regarding a range of topics, such as: promoting or offering a meeting place to

attend MassArt of COF events, or reminding them that you are available as a resource and offering a welcoming environment

- Away Show
  - In coordination with the other Global Mentors, organize the Away Show during the Fall semester (the show takes place during International Education Week in November)
- Other Events
  - Attend events such as international student meet and greet (move-in day), international student dinner, and IEC info tables
  - Assist in the planning and implementation of the Spring Cultural Night, working with student cultural groups
  - Organize programming and events throughout the year
- Liaise
  - Serve as a liaison between international students and the IEC, passing along any information you think could inform the IEC staff to better support students

### **Skills Acquired:**

It is anticipated that Global Mentors will acquire the following skills and abilities:

- Heightened intercultural sensitivity and awareness
- Increased cross-cultural communication
- The ability to design and plan all aspects of meaningful programs and events, including: pre-event logistical planning, marketing and advertising, presentation and post-evaluation

### **Leadership Responsibilities**

- Must remain in good academic and judicial standing
- Uphold and abide by the policies and procedures in the MassArt Student Handbook
- Check MassArt email at least once per day during the academic year

### **Qualifications**

- Experience navigating cross-cultural situations
- Empathy and understanding of those going through or thinking about going through an experience that requires cultural adjustment
- Excellent communication and interpersonal skills
- Organizational and event planning ability
- Initiative, enthusiasm and new ideas for the role of Global Mentor – International Student Support

### **Salary**

- The Global Mentors are paid on an hourly basis (\$15 per hour as of January 2023), with an upper limit of \$600 (or 40 hours) for the academic year; there is a possibility the IEC will be able to offer additional hours to Global Mentors to engage even more with the international student population.