

Position title: Global Mentor, Study Abroad
Department: International Education Center (IEC)
Reports to: Study Abroad 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 in at least 6 study abroad promotion events on campus over the school year. These may include:
 - Study Abroad Fair and Info Sessions
 - Fall & Spring Pre-departure orientations (2 per semester)
 - Admitted Students Days
 - Special events (International Education Week activities, Exchange Student Farewell, etc.).
- Create and lead at least one information sharing event each semester. Ideally this event would be within the Global Mentor's pre-established network such as their academic department or a residence hall, but could also be in a number of other places geared

towards the whole community. This event will be led by the Global Mentor but with support from the Study Abroad Advisor.

- In coordination with the other Global Mentors, organize the Away Show exhibit, which takes place during International Education Week (3rd week of November)
- Promote and organize volunteer opportunities for returned study abroad students.
- Support the Spring Cultural Night
- Assist with and/or maintain the IEC's social media outlets, including Instagram, Facebook, etc.
- Communicate weekly with the Study Abroad Advisor
- Support study abroad promotion by understanding all the MassArt semester-away and travel course options, and disseminating information to a wide audience
- Help at study abroad events (such as study abroad fairs, pre-departure orientation, info sessions, etc)
- Work with academic and student life departments
- Represent the IEC and MassArt in a positive light

Skills Acquired:

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

- Demonstrated intercultural sensitivity and awareness for interaction with various individuals
- The ability to present professional-level intercultural training to new students and peers
- The ability to design and plan all aspects of meaningful programs and events including pre-event logistical planning, marketing and advertising, presentation and post-event 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 – Study Abroad

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 promote study abroad even more on the MassArt campus.