International Peer Mentoring Program Responsibility Areas

Every International Peer Mentoring Program (IPMP) mentor is assigned a responsibility area. Mentors spend approximately one third of their time in their responsibility area. Bridge/FYS mentor require a larger time commitment and therefore receive a higher scholarship.

A responsibility area is mentoring time that is completed in addition to team mentoring and IPMP activities. During the application process, applicants can indicate their first and second choice of responsibility area.

The needs of Office of International Affairs and IPMP are also taken into account when placing mentors. Responsibility area assignments depend on the following factors:

- Applicant availability
- Seniority in IPMP
- Number of applicants applying for each area
- Whether or not the applicant meets basic area requirements

Responsibility Area commitments are described as follows. Please read each description carefully before choosing a responsibility area on your application.

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Orientation Assistants

Orientation Assistants will provide assistance before and during the International Welcome Week for both the Fall and Spring semesters. Specifically, Orientation Assistants will:

- Help supervise and train Orientation volunteers
- Coordinate the Orientation dinner for new international students
- Serve as a resource for students, friends, and families during Orientation
- Participate in and assist with presentation of workshops
- Assist with logistics

In addition to general IPMP trainings, mentors selected for this Responsibility Area must be **fully available** in Indianapolis for duties as follows:

**Summer 2019**
- Initial Orientation Overview May, 2019 *Exact Dates - TO BE DETERMINED*
- Orientation Assistant Training Last week of July, 2019
- Orientation Duties Full month of August 2019
- Orientation Week

**Spring 2020**
- Orientation Week January 6th- January 10th, 2020

**Dates are subject to change!**
Welcome Assistants

Welcome Assistants will often be the first IUPUI student that new incoming international students meet! Mentors serving in this capacity will:

- Serve as a resource to newly admitted students who are still abroad
- Contact students by phone and email after admission to:
  - Answer general questions
  - Offer guidance and support
  - Encourage students to choose IUPUI
  - Share information about transportation and housing

Upon arrival, Welcome Assistants will lead shopping trips, assist with move-in, and resolve general issues with getting settled. They will also provide assistance during the International Student Orientation Program for both the Fall and Spring semesters.

Preferred:
- Ability to speak Mandarin Chinese, Korean, Arabic, or Hindi
- Students who are over 21 and hold a valid US driver’s license
- Students present in Indianapolis over the summer

In addition to general IPMP trainings, mentors selected for this Responsibility Area must be **FULLY available** in Indianapolis for duties as follows:

**Summer 2019**
- Welcome + Outreach Overview: Immediately prior to or following May Training
- Welcome Assistant Training: Last week of July, 2019
- Welcome Assistant Duties: Full month of August 2019

**Spring 2020**
- Welcome Assistant Duties: December 30, 2019 – January 10, 2020

Dates are subject to change!
Events and Promotion Assistants

Events and Promotion Assistants are pivotal to the programming and recruitment requirements for the International Peer Mentoring Program. Mentors serving in this capacity will:

- Plan, coordinate, and implement monthly coffee hour programs
- Collaborate with other mentors and the Mentoring Coordinators to plan large scale IPMP programs such as the IPMP Kickoff in September, the OIA Holiday Party in December, the Spring Semester Kickoff in January, and the End of the Year Celebration in April
- Assist in the recruitment of new mentors by:
  - Developing marketing to promote IPMP
  - Staffing promotion tables
  - Collecting application materials
  - Scheduling call out meetings throughout the year
  - Coordinating interviews for new mentors
- Develop new IPMP programs to fit the needs of the mentees
- Create marketing materials for IPMP programs and distribute those materials through the appropriate channels
- If necessary, take free seminars concerning event promotions and recruitment in order to further knowledge in area

In addition to general IPMP trainings, mentors selected for this Responsibility Area must be FULLY available in Indianapolis for duties as follows:

**Summer 2019**
- Events and Promotion Training First Week of August **TO BE DETERMINED**

**Spring 2020**
- Events and Promotion Training First Week of January **TO BE DETERMINED**
International Bridge and First Year Seminar Mentors

International Bridge/FYS Mentors will serve in a joint IPMP/OTEAM role. Mentors selected for this role will have the unique opportunity to serve as a member of both IPMP and OTEAM by receiving full training from both programs.

Chosen mentors will assist with the early arrival of first-year students participating in the IUPUI Bridge Program during August 2018. Mentors will serve as an in-class mentor during the Bridge program, and then continue into the Fall semester mentoring in a First Year Seminar Course (once a week) with the same students.

Bridge mentors receive an additional scholarship subsidy due to the larger time commitment.

Preferred:
- Mentors who will remain in Indianapolis over the entire summer.
- Second-year IPMP Mentors or former OTeam FYS mentors.

In addition to general IPMP trainings, mentors selected for this Responsibility Area must be FULLY available in Indianapolis for UC Bridge Mentor Training and the entire IUPUI Bridge Program as follows:

**Summer 2018**
- Mentor U200 Course
  - Tentative Dates May 7, 2018 – May 14, 2018 (Monday – Friday)*
- Bridge Mentor Duties
  - Full month of August 2018
- Bridge Mentor Course
  - Tentative Dates Aug 18, 2018 – Aug 25, 2018 (includes weekends)*
- Bridge/FYS Mentor Training
  - Tentative Dates Aug 12, 2018 – Aug 16, 2018*

**Fall 2018**
- FYS Mentor Classroom Duties
  - Once a week FYS sessions during the semester
- FYS Mentor Out of Classroom Meetings and Assignments
  - Once per month meetings and reflections

**Spring 2019**
- FYS Mentor Classroom Duties
  - Once a week FYS sessions during the semester
- FYS Mentor Out of Classroom Meetings and Assignments
  - Once per month meetings and reflections

*Tentative Dates are subject to change*
Program for Intensive English (PIE) Assistants

PIE Assistants Mentors serving in this responsibility area will be assisting students joining IUPUI to study in the Program for Intensive English (PIE). They will communicate with students at orientation beyond to help them prepare and succeed in the PIE program.

Upon the students’ arrival, PIE Assistants will help them with housing move-in, shopping for necessities, and finding their way around campus and Indianapolis. PIE Assistants may participate in off-campus cultural or learning excursions with PIE students. PIE Assistants will provide individual help to connect PIE students (in English of their native language) with administrative tasks such as iStart, immunizations, compliance, and university applications.

PIE Assistants will need to be available for two fall and two spring PIE sessions. Requests to be absent for the start of any PIE session will need to be requested in advance.

Preferred:
- Mentors who can speak Arabic, Chinese, or Korean are highly preferred for this position.

In addition to general IPMP trainings, mentors selected for this Responsibility Area must be **FULLY available** in Indianapolis for duties as follows:

**Summer 2019**
- PIE Assistant Duties, Full month of August 2019

**Fall 2019**
- PIE Assistant Duties, Fall Semester

**Spring 2020**
- PIE Assistant Duties, Spring Semester
**Engineering and Technology Assistants**

The mentor in this area provides an additional level of mentoring for international students who are admitted to the School of Engineering and Technology. They work closely with ET staff to share knowledge, insight, and guidance to first year engineering and technology students regarding tips for success, resources, and available opportunities specific to students studying within the School of Engineering and Technology.

ET Assistants should be prepared to carry out these tasks both informally and through more formal means such as through a leadership role in the Engineering Technology Worldwide Club (ETWC) as well as through seminars and/or one on one mentoring and tutoring sessions when appropriate.

ET Assistants must also be willing to connect with engineering and technology students prior to their arrival to IUPUI. Preference will be given to ET students who have been previously involved in ET student organizations and activities. Must be in Indianapolis during the entire month of August, and for the Spring orientation week. Must be able to spend two hours/week in the E&T Office of Student Services.

In addition to general IPMP trainings, mentors selected for this Responsibility Area must be **FULLY available** in Indianapolis for duties as follows:

**Summer 2019**
- ET Assistant Duties
  
  Full month of August 2019

**Fall 2019**
- ET Assistant Duties
  
  2 hours per week in ET Office of Student Services

**Spring 2020**
- ET Assistant Duties
  
  January 6 – January 10, 2020