International Peer Mentoring Program Responsibility Areas

Every IPMP mentor is assigned a responsibility area. Mentors spend about 40 hours/semester in their responsibility area. Bridge/FYS mentors and Academic Success Coaches are required to work more than 40 hours, and therefore receive a higher scholarship.

A responsibility area is a set of mentoring hours that are in addition to team mentoring and IPMP activities. During the application process, applicants can indicate their first and second choice of responsibility area, but the needs of OIA and IPMP also need to be taken into account. Responsibility area assignments depend on the following factors:

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

Responsibility Areas are as follows. Please read carefully before choosing an R.A. on your application!

**Orientation Assistants**

Provide assistance before and during the International Student Orientation Program for both the Fall and Spring semesters. Help supervise and train volunteers, participate in workshops, and assist with logistics.

Must be **FULLY** available in Indianapolis for Orientation Assistant duties as follows;

**Summer 2016**
- Orientation Assistant Training  
  First week of August 2016
- Orientation Duties  
  Full month of August
- Orientation Week  
  August 15 – August 19, 2016

**Spring 2017**
- Orientation Week  
  January 02 – January 06, 2017

**Welcome Assistants**

Communicate with students admitted for both Fall and Spring semesters before they arrive about transportation and housing, and answer other general questions. Upon arrival, lead shopping trips and assist with move-in and issues with getting settled.

Must be **FULLY** available in Indianapolis for Welcome Assistant duties as follows;

**Summer 2016**
- Orientation Assistant Training  
  May 10 – May 16 2016 (Exact Date TBA)
- Welcome Assistant Duties  
  Full month of August 2016

**Spring 2017**
- Welcome Assistant Duties  
  December 26, 2016 – January 06, 2017
**Outreach Assistants**

Serve as a resource to newly admitted students who are still abroad. Assistants contact students by phone after admission to answer general questions, offer guidance and assistance, and encourage students to choose IUPUI.

Mentors who speak Mandarin Chinese, Korean, Arabic or Hindi will be preferred. Students present in Indianapolis over the summer are preferred.

Must be **FULLY** available in Indianapolis for Outreach Assistant duties as follows;

**Summer 2016**
- Outreach Assistant Training: May 10 – May 16 2016 (Exact Date TBA)
- Outreach Assistant Duties: Full month of August 2016

**Spring 2017**
- Outreach Assistant Duties: Last 2 weeks of December & First Week of January

**International Bridge and First Year Seminar Mentors**

Assist with the early arrival of freshmen participating in the International Bridge Program during August 2016. Serve as an in-class mentor during the 2-week 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 because this area requires more hours than other responsibility areas. Second-year IPMP Mentors or former OTeam FYS mentors are preferred for this position.

Also, mentors who will remain in Indianapolis over the summer are preferred. Must be available for UC Bridge Mentor Training (dates to be announced) and the entire two weeks of Bridge.

Must be **FULLY** available in Indianapolis for Bridge Mentor duties as follows;

**Summer 2016**
- Bridge Mentor Training: Exact Date TBA
- Bridge Mentor Duties: Full month of August 2016

**Fall 2016**
- Bridge Mentor Duties: Once a week FYS sessions during the semester
**Engineering and Technology Assistants**

Provide an additional level of mentoring for international students who are admitted to the School of Engineering and Technology. 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.

Must be **FULLY** available in Indianapolis for ET Assistant duties as follows;

- **Summer 2016**
  - ET Assistant Duties
  - Full month of August 2016

- **Fall 2016**
  - ET Assistant Duties
  - 2 hours per week in ET Office of Student Services

- **Spring 2017**
  - ET Assistant Duties
  - January 02 – January 06, 2017
  - 2 hours per week in ET Office of Student Services

**PIE Assistants**

Mentors serving in this responsibility area will assist students joining IUPUI to study in the Program for Intensive English (PIE). They may be asked to communicate with students before arrival to help them prepare to start in the PIE program. Once the students begin the PIE program, mentors will serve as an important bridge between PIE students and the rest of the campus community.

During the orientation for each 8-week session, PIE Assistants will help new students with tasks such as setting up their computer accounts, getting a Jagtag, opening a bank account, and finding their way around campus and downtown Indianapolis. PIE Assistants will have the opportunity participate in off-campus cultural or learning excursions with PIE students throughout the year. PIE Assistants may also be asked to provide general assistance in the PIE office as needed, including communicating with prospective PIE students in English or their native language.

The PIE has five sessions per year, so PIE Assistants will need to be available year-round. Requests to be absent for the start of any PIE session will need to be requested in advance. Because of the low English proficiency of most students joining the PIE, mentors who can speak Arabic, Chinese, Vietnamese, Korean or French are highly preferred for this position.

Must be **FULLY** available in Indianapolis for PIE Assistant duties as follows;
Summer 2016
- PIE Assistant Duties Full month of August 2016

Fall 2016
- Orientation for Fall 1 August 18 & 19
- Orientation for Fall 2 October 17 & 18

*Please note that Orientation for Fall 2 occurs during IUPUI’s Fall Break.*

Spring 2017
- Orientation for Spring 1 TBD – early January
- Orientation for Spring 2 TBD – early March

**Academic Success Coaches**

Academic Success Coaches (ASCs) share a joint position between IPMP and the Bepko Learning Center. ASCs are trained both as IPMP and Bepko mentors to serve at the BLC desk, and will have expertise in both academic success coaching and international student needs.

Mentors will assist international students who visit the BLC during designated hours, and engage in one-on-one academic success coaching with mentees.

Mentors will need to be present at the BLC desk 4-5 hours/week. Due to the greater time commitment of this responsibility area, mentors will receive an increased scholarship amount.

Must be **FULLY** available in Indianapolis for ASC duties as follows;

**Summer 2016**
- ASC Duties Full month of August 2016

**Fall 2016**
- ASC Duties 4-5 hours per week at the BLC desk

**Spring 2017**
- ASC Duties 4-5 hours per week at the BLC desk