International Peer Mentoring Program Responsibility Areas

Every International Peer Mentoring Program (IPMP) mentor is assigned a responsibility area. Mentors spend about 40 hours/semester in their responsibility area. Bridge/FYS mentors 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 Office of International Affairs and IPMP are also taken into account. 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 areas are as follows. Please read each description carefully before choosing a responsibility area on your application!

**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

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

**Summer 2017**
- Initial Orientation Overview: May, 2017 (TO BE DETERMINED)
- Orientation Assistant Training: Last week of July, 2017
- Orientation Duties: Full month of August
- Orientation Week: August 14 – August 18, 2017

**Spring 2017**
- Orientation Week: January 01 – January 05, 2017

**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
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

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

**Summer 2017**
- Initial Welcome Season Overview: May, 2017 (TO BE DETERMINED)
- Welcome Assistant Training: Last week of July, 2017
- Welcome Assistant Duties: Full month of August 2017

**Spring 2017**
- Welcome Assistant Duties: December 26, 2017 – January 07, 2018

**Events and Promotion Assistants**

Events and Promotion Assistants will be 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

Must be **FULLY** available in Indianapolis for Events and Programming Assistant duties as follows:

**Summer 2017**
- Events and Promotion Training: First Week of August (TO BE DETERMINED)

**Spring 2017**
- Events and Promotion Training: First Week of January (TO BE DETERMINED)
**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 O-Team 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 2017*
- Bridge Mentor Training: Exact Date TO BE DETERMINED
- Bridge Mentor Duties: Full month of August 2017

**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 before arrival to help them prepare to start 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 will participate in off-campus cultural or learning excursions with PIE students. 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 six 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, Japanese or Korean are highly preferred for this position.

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

*Summer 2017*
- PIE Assistant Duties: Full month of August 2017

*Fall 2017*
- PIE Assistant Duties: Fall Semester

*Spring 2018*
- PIE Assistant Duties: Spring Semester

**NEED TO BE AVAILABLE YEAR ROUND!**