

IPMP Service Learning Areas

Dates are subject to change!

The Service Learning Area component of the IPMP mentor role is unique to the Office of International Affairs. The Service Learning Area is an opportunity for mentors to learn and get involved more closely with the OIA. Time spent in your Service Learning Area supports larger functions of the OIA beyond team mentoring, supporting mentees, or IPMP events. Sometimes mentors want to be involved in activities outside of their SLA, and with approval, this can be achieved!

Service Learning Area & General Description	Welcome Assistants will often be the first IUPUI students that new incoming international students meet! They communicate with students while abroad and assist them upon arrival.	Orientation Assistants will provide assistance before and during the International Welcome Week for both the Fall and Spring semesters.	Marketing Assistants are pivotal to the promotion and recruitment process of IPMP.
Responsibilities	<ul style="list-style-type: none"> Support newly arrived international students <ul style="list-style-type: none"> Provide support and a welcoming presence at the IND airport Assist with move-in (when appropriate) Resolve general issues with getting settled. Serve as a resource to newly admitted students who are still abroad <ul style="list-style-type: none"> Answer general pre-arrival questions Encourage students to choose IUPUI 	<ul style="list-style-type: none"> Lead Socials and workshops Coordinate the Orientation dinner for new international students Serve as a resource for students, friends, and families during Orientation Participate in and assist with the presentation of workshops Assist with logistics Help supervise and train Orientation volunteers 	<ul style="list-style-type: none"> Assist in the recruitment of mentors <ul style="list-style-type: none"> Advise on the marketing and promotional strategy for the IPMP Develop marketing to promote IPMP Staff promotion tables Create the IPMP newsletter in Salesforce software and distribute it monthly Lead the posting of promotional and informational content on the OIA Instagram and IPMP Facebook
Preferred Qualifications	Top Candidates for this area are... <ul style="list-style-type: none"> Eligible to drive a University Vehicle (Over 21 years of age or older and hold a valid US driver's license) 	Top Candidates for this area are... <ul style="list-style-type: none"> Willing to speak in front of audiences of various sizes 	Top Candidates for this area are... <ul style="list-style-type: none"> Experienced with promotions/marketing or event planning Able to see an idea through BOTH the planning and <i>execution</i> stages
Summer/Fall Availability Requirements	<ul style="list-style-type: none"> Immediately prior to or following May Training - Welcome + Outreach Overview Full month of August, including weekends - Airport Tabling 	<ul style="list-style-type: none"> Full month of August - Orientation Duties August 7 – August 18, 2023 - Orientation Week 	<ul style="list-style-type: none"> Fall Semester, including after classes begin – collecting and creating content based off IPMP activities during the year
Spring Availability Requirements	<ul style="list-style-type: none"> January 3-January 6, 2024 - Welcome Assistant Duties Preferred: Winter Break – Airport Tabling 	<ul style="list-style-type: none"> January 3-January 6, 2024- Orientation Week 	<ul style="list-style-type: none"> Spring Semester, including after classes begin – collecting and creating content based off IPMP activities during the year