**IPMP Service Learning Areas**

<table>
<thead>
<tr>
<th>Service Learning Area &amp; General Description</th>
<th>Orientation Assistants</th>
<th>Welcome Assistants</th>
<th>Marketing &amp; Event Planning Assistants</th>
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</thead>
</table>
| **Responsibilities**                        | • 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 presentation of workshops  
• Assist with logistics  
• Help supervise and train Orientation volunteers | • Support newly arrived international students  
  o Provide support and a welcoming presence at the IND airport  
  o Organize shopping trips  
  o Assist with move-in (when appropriate)  
  o Resolve general issues with getting settled.  
  o Assist with the International Student Orientation Program for both the Fall and Spring semesters.  
  • Serve as a resource to newly admitted students who are still abroad  
  o Answer general pre-arrival questions  
  o Encourage students to choose IUPUI | • Advise IPMP mentor teams in planning monthly socials  
• Plan large scale events such as the State Fair Trip, the Holiday Party, and the End of the Year Celebration  
• Assist in the recruitment of mentors  
  o Advise on the marketing and promotional strategy for the IPMP  
  o Develop marketing to promote IPMP  
  o Staff promotion tables  
• Create the IPMP newsletter in Salesforce software and distribute monthly  
• Lead the posting of promotional and informational content on the OIA Instagram and IPMP Facebook |

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<tr>
<th>Preferred Qualifications</th>
<th>Top Candidates for this area are...</th>
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|                          | • Willing to speak in front of audiences of various sizes | • Eligible to drive a University Vehicle (Over 21 years of age or holder and hold a valid US driver’s license) | • Experienced with promotions/marketing or event planning  
  • Able to see an idea through the planning and execution stages |

<table>
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<tr>
<th>Summer/Fall Availability Requirements</th>
<th>Dates are subject to change!</th>
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| **May Dates TBD - Initial Orientation Overview**  
**Last week of July - Orientation Assistant Training**  
**Full month of August - Orientation Duties**  
**August 8 – August 19, 2022 - Orientation Week** | |

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<tr>
<th>Spring Availability Requirements</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td><strong>January 9-January 13, 2023- Orientation Week</strong></td>
<td><strong>Saturday, Jan 9, 2023 – Sunday, Jan 16, 2023 Welcome Assistant Duties</strong></td>
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