International Peer Mentoring Program Responsibility Areas

Every International Peer Mentoring Program (IPMP) mentor is assigned a responsibility area. Mentors spend about approximately 40 hours per semester in their responsibility area.

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 2019*

- Initial Orientation Overview: May, 2019
- Orientation Assistant Training: Last week of July, 2019
- Orientation Duties: Full month of August
- Orientation Week

*Spring 2020*

- Orientation Week: First Week of January, 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

Must be **FULLY** available in Indianapolis for Welcome Assistant duties as follows: *Summer 2019*

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

*Spring 2020*

- Welcome Assistant Duties  Last week of December 2019
- First week of January 2020
Marketing & Event Planning Assistants

Marketing & Event Planning Assistants are pivotal to the programming and recruitment requirements for the International Peer Mentoring Program. Mentors serving in this capacity will:

- Advise IPMP mentor teams in planning monthly socials
- Plan large scale IPMP programs such as the IPMP Kickoff in August, 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:
  - Creating ideas and advising on the marketing and promotional strategy for the IPMP community
  - Developing marketing to promote IPMP
  - Staffing promotion tables
- Develop new IPMP programs to fit the needs of the mentees
- Create the IPMP newsletter in SalesForce software and distribute monthly
- Share promotional and informational posts on the OIA Instagram and Facebook
- 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 2019**
- Events and Promotion Training
  - Early May TO BE DETERMINED
  - First Week of August TO BE DETERMINED

**Spring 2020**
- Events and Promotion Training
  - First Week of January TO BE DETERMINED