



Title: International Buddy Mentor

Responsibilities: Mentor's duties include but are not limited to the following:

- Oversee and manage 3-5 mentees "buddies" in International Family Group
- Provide guidance to mentees (buddies) to ensure that both have an enriching mentoring experience
- Assist International Mentor Coordinator on and opening and closing activities for LSUIB
- Secure and maintain all contracts for mentors and mentees (buddies)
- Plan and promote all interactions or events with Mentor Coordinator
- Oversee and report any International Family Group conflict
- Write personal reports (service hours, team reports for International Family Group, and your group progress)
- Assist OISS and International Mentor Coordinator in brainstorming strategies for a successful LSUIB Program
- Plan family group activities
- Contribute to program evaluations (satisfaction surveys, before and after interviews of LSUIB)
- Meet with International Mentor Coordinator one-on-one or group in bi-monthly check-in sessions (reflections, best practices, assistance with mentor family activities, outline/overview of mentor action plan)
- Update social media sites with activities you have planned with your international family group and pictures, updates of activities
- Meet with OISS quarterly to discuss reports, issues, activities, budget, additional training, tracking of mentor's action plans and the completion of action plan, etc.
- Yearly commitment (approximately 40 hours before fall quarter begins for training, leadership off-campus retreat on September 15-16, 2016, orientation, and activities & approximately 2-4 hours bi-monthly depending on international family events, meetings with International Mentor Coordinator, OISS, training, , etc.

Mentors must have strong communication and organizational skills. Mentors must be self-starters who work well alone and with a team. Mentors must be fair, international student friendly, problem solvers, and hard working. International experience preferred.

Compensation:

Leadership Scholarships between \$150-300 quarterly (including summer 2016)

Letter of Reference