INTERNATIONAL AMBASSADOR

JOB DESCRIPTION

2015 – 2016

International Ambassadors (IAs) Are a select group of University of Notre Dame students, both international and American, undergraduate and graduate, who serve as International Student & Scholar Affairs’ (ISSA) student leadership team. The role of an IA is multi-faceted. IAs welcome new international students and help them adjust to life at Notre Dame. They serve as peer mentors by assisting international students with their academic, cultural, and social adjustment to the United States and Notre Dame. IAs also serve as cross-cultural group leaders during International Student Orientation and continue to support their assigned students throughout the academic year. IAs represent ISSA and Notre Dame International by participating in international programming and hosting international visitors on campus. In addition, IAs frequently provide feedback on ISSA’s programs and initiatives.

Responsibilities

The IA position is a year-long commitment. The leadership position with begin with an International Ambassador Banquet in April 2015 and continue throughout the following academic year.

International Ambassadors:

• Welcome an assigned group of new international students via email and respond to their pre-arrival questions and concerns (Summer).
• Participate in a two-day training retreat in August.
• Set-up and staff a two-day International Student & Scholar Orientation in August. Responsibilities may include setting up facilities, checking-in students, registering immigration documents, leading ice breaker sessions with a small group, giving a campus tour, staffing a resource table, hosting programs and workshops, greeting, introducing and thanking presenters, and assisting students and parents with questions.
• Maintain contact with an assigned group of new international students throughout the year via email, phone, and/or social networking sites. IAs may also work with students individually or coordinate group outings.
• Provide information about and referral to campus and area resources and services as needed.
• Encourage participation in and assist with coordinating cultural programs.
• Support programs organized by ISSA and Notre Dame International.
• Welcome campus visitors, such as prospective international students or foreign dignitaries.
• Staff Spring International Student & Scholar Orientation (one day in mid-January) if available.
• Provide feedback to ISSA staff on programs as well as student concerns and needs.

Requirements

• Maintain good academic and disciplinary standing.
• Attend a mandatory off-campus training retreat from Sunday, August 16 to Tuesday, August 18.
• Participate in International Student Orientation August 19-20, 2015. IAs are expected to give full priority to International Student Orientation duties during this time. Please consider this time commitment very seriously if you are also applying to be a Frosh-O-leader.
• Fulfill responsibilities outlined above.
• Actively participate in ISSA and Notre Dame International activities.