



Saint Louis University First-Year Experience International Ambassador Position Description 2019

Position Abstract

International Ambassadors work in collaboration with the International Ambassador Coordinator, IA Team Leaders, IA Supervisor and International Services staff to facilitate a successful International Student Orientation experience for incoming international students, helping to integrate international students into the greater SLU community with a focus on first semester students, while supporting OIS events and other inter-cultural initiatives on SLU's campus.

The successful International Ambassador must have a passion for other cultures, working with diverse populations and be committed to supporting international students learning and development as they integrate into the SLU community. They must demonstrate cross-cultural competency, initiative, a positive attitude, developed interpersonal skills, patience with English language learners, international travel experience and effective communication skills. International Ambassadors should work towards an awareness of self and others to better meet the needs of the international students they are serving. They will connect and integrate the servant leadership framework into the First-Year Experience leadership position.

Mission

The mission of Saint Louis University's International Ambassador Program is to create a global campus community with a welcoming and inclusive environment that fosters inter-cultural competency and promotes the Jesuit mission of being "men and women for and with others".

Position Responsibilities

International Ambassadors will...

- Select fall or spring international student orientation program and subsequent semester to serve on an IA Team.
- Build community with new students throughout International Student Orientation and connect new students to other student-leaders during Fall Welcome events (i.e. Oriflamme, RA's, etc.)
- Continue outreach to international students post-orientation to answer questions and serve as support during their transition to the university.
- Volunteer 5 hours each semester to support OIS events and/or inter-cultural initiatives on SLU's campus.
 - Cultural Tastes Series
 - Host Family Program Events
 - Conversation Partner to students in Academic English and Pathway programs
- Meet with IA Team once a month to assist with the planning and execution of assigned International Services event.
- Serve as the face of the International Ambassador program.
- Utilize appropriate social media platforms to communicate with international students, invite to multi-cultural events and share about other opportunities to engage on campus.
- Respond in a positive and teachable manner when confronted with behaviors that disrupt the community or do not align with OIS operating procedures and values.
- Assist International Ambassador Coordinator, International Ambassador Supervisor and OIS staff in developing events prior to International Student Orientation and provide feedback subsequent to orientation.



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Position Expectations and Requirements

Participate in required trainings and meetings:

- **Spring International Ambassador Training:** 4 hours of training between March 18- 29, 2019 (exact dates, times, and location to TBA)
- **IA Fall & Spring Meetings:** There will be one meeting at the beginning of fall and spring semesters. * Tentatively scheduled for Wednesday, September 18, 2019 and Wednesday, February 5, 2020 from 5:00-6:30 pm.
- **International Student Orientation (Fall OR Spring)**
 - Fall International Student Orientation: Week of August 19-23, 2019
 - Spring International Student Orientation: Week of January 6-10, 2020
- **Orientation Training (Fall OR Spring)**
 - Fall Training: August 14-16, 2019 *Early move-in August 14, 2019
 - Spring Training: December 3, 2019 + January 6, 2020 *Early move-in Sunday, January 5, 2020
- **Monthly IA Team Meetings (Fall OR Spring)**
 - IA Teams will determine which dates work best at the beginning of the semester for their monthly meetings.
- **Fall and Spring Service Requirement:** Volunteer 5 hours each semester to support OIS events and/or inter-cultural initiatives on SLU's campus.
- **Summer Orientation:** Summer International Student Orientation is during the month of May occurring after finals (optional)
- **IA Christmas Lunch:** Held on the Study Day before finals (optional)
- **End of Year Thank You Party:** Held in May to thank IA's for their year of service to the international student community (optional)

Accountability

- IAs are directly supervised by the IA Team Leaders and co-supervised by the IA Coordinator and IA Supervisor out of the Office of International Services.
- IAs are to complete the IA Commitment Tracker form for each international event that they support to track their hours each semester.
- If IAs are unable to uphold the above listed responsibilities, OIS three-step disciplinary procedure will be conducted (outlined in the OIS Student Worker Handbook).

Selection Timeline for International Ambassador Applicants:

November 9, 2018	FYE Application Available online
November 26, 2018	Study Abroad Applications due by 5:00 pm
December 3 & 4, 2018	Study Abroad Individual Interviews
January 18, 2019	Application due by 5:00pm online
January 25, 2019	FYE Group Interview Day*
January 31, 2019	Notified of Individual Interviews
February 4-10, 2019	U101 Individual Interviews
February 14, 2019	Notification of final selection
February 20, 2019	Position acceptance forms due