Intercultural Peer Advisor (Mentor)
Undergraduate and Graduate Positions
International Student Services Office (ISSO)
2018/19 Academic Year

Number of Positions Available: 5
Department: International Student Services Office
Term: August 2018-April 2019
Commitment: 5 hours per week
Honorarium: $600 paid in two installments of $300 at the end of each term (fall/winter)

Application Deadline: Wednesday March 7, 2018

Job Description

The International Student Services Office (ISSO) offers a unique mentorship opportunity to the Intercultural Peer Advisors who provide peer-to-peer support and mentorship to international students at Carleton University. Intercultural Peer Advisors work one-on-one with their assigned undergraduate and graduate international and exchange students. Students in the program benefit from a unique peer-to-peer support experience, focusing on their individualized social and cultural transition needs. Intercultural Peer Advisors report to the Intercultural Programs Coordinator at the International Student Services Office and work approximately 5 hours per week.

Intercultural Peer Advisors are self-motivated and energetic individuals willing to share their experiences and time with new international students. Intercultural Peer Advisors maintain strict confidentiality, are responsive to the diverse social and cultural needs of their assigned peers, and are required to keep up to date information on the services and opportunities available to international and exchange students.

All Intercultural Peer Advisors need to have completed a minimum of one year of studies at Carleton University, be in good academic standing, and be sensitive to the international student experience.

In support of all Intercultural Peer Advisors, the ISSO provides a comprehensive training and professional development experience, in partnership with other units including the Mentorship Network. Intercultural Peer Advisors are required to attend all mandatory training dates and team meetings as these will provide the education and support needed for all team members to develop their mentorship skills.

This opportunity is recognized in the Co-curricular Record – www.carleton.ca/ccr

Qualifications & Requirements

- Have successfully completed at least one year of studies at Carleton University
- Be in Good Academic Standing
- Have background in leadership, volunteerism, or campus involvement
- Be welcoming and open minded
- Have the ability to effectively work under pressure, independently and within a team environment, establish priorities, and pay attention to detail
- Strong organizational and time management skills
- Experience working and communicating across-cultures
- Maintaining confidentiality at all times
- Ability to balance academic and role demands
- Available to attend all training dates
All Intercultural Peer Advisors will be required to submit a Police Record Check once selected for the position - additional instructions will be provided to successful candidates.

Training

Please note that all successful candidates must attend two mandatory training days in August - **Tuesday August 28 and Wednesday August 29, 2018 from 9:00AM to 4:00PM**, and a two hour in service training session later in the fall (to be scheduled).

Application Instructions

Please submit your complete application to the International Student Services Office (128 University Centre) or by email to maria.walt@carleton.ca

Your application must include:

- The application form attached
- A cover letter including your experiences and suitability for the position
- A copy of your resume

**Deadline to apply:** Wednesday March 7, 2018
Applicant Information – please print clearly

First Name: ____________________________________________

Last Name: ____________________________________________

Carleton student number: ________________________________

E-mail: _______________________________________________

Telephone Number: ________________________________ Telephone number (2) ____________________________

Year of Study: __________________________________________

Level of Study (Undergraduate/Graduate): __________ Faculty/Program: _______________________________________

Years at Carleton: _____

Please list additional information about yourself that would help us in assigning you to potential partners (i.e. previous international education experience, languages spoken, country of origin or countries visited, hobbies, etc.):

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