The International Student Services Office (ISSO) offers a unique mentorship opportunity to two Intercultural Peer Advisors. The successful candidates will provide peer-to-peer support and mentorship to international and exchange students at Carleton University.

Intercultural Peer Advisors meet one-on-one with undergraduate and graduate international and exchange students during drop-in advising hours. They will use peer-to-peer support models to focus on the individualized social and cultural transition needs of the students with whom they work. Intercultural Peer Advisors report to the Intercultural Programs Coordinator at the International Student Services Office and will work between 3 and 5 hours per week.

Intercultural Peer Advisors are self-motivated and energetic individuals willing to share their experiences and time with international students. Intercultural Peer Advisors maintain strict confidentiality, are responsive to the diverse social and cultural needs of the ISSO student population, 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 the Intercultural Peer Advisors, the ISSO provides a comprehensive training and professional development experience in partnership with the Mentorship Network. Intercultural Peer Advisors are required to attend all Peer Supporter Training and team meetings as these will provide the education and support needed for team members to develop their mentorship skills.

**CORE RESPONSIBILITIES**

- Serve as a resource for all international, exchange, and study abroad students within the university environment during weekly drop-in advising hours
- Use mentorship skills to determine the individualized social and cultural transition needs of students they encounter
- Complete documentation regarding referrals and service usage
- Respond to questions from students and members of the university via email or social media
- Assist with ISSO communications and event planning, by providing support with social media accounts and assistance with programming for the 2020/2021 academic year
- Liaise with student groups on campus to stay aware of upcoming events and opportunities
- Assist with other projects as required

Thank you for your interest in the ISSO’s Intercultural Peer Advisor role. Please review the core responsibilities and apply [here](#) by Friday, March 27th at midnight.

If you have questions about this position or the process, please email [isson@carleton.ca](mailto:isson@carleton.ca).
REQUIREMENTS

- Enrolled as a full-time student at Carleton University for the upcoming Fall 2020 Semester
- In good academic standing (as defined in the Carleton University Undergraduate Calendar)
- 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 Peer Supporter Training before the end of the first week of the Fall 2020 academic term
- International experience an asset and knowledge of processes applicable to international students an asset
- Mentorship experience an asset
- 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

APPLICATION INSTRUCTIONS

- Applications for this position can be submitted online here
- Your application must include a cover letter including your experiences and suitability for the position and a copy of your resume
- The deadline to apply is Friday, March 27th, 2020 at midnight