

PEER MENTOR JOB DESCRIPTION

Position Title: International Peer Mentor

Administrator: Centre for Learning & Teaching Enhancement

Description and purpose of the job: International Peer Mentors (IPMs) are an integral part of International Student Support's outreach activities by Centre for Learning & Teaching Enhancement. IPMs' purpose is to create a sense of belonging and community within FNU international student cohort. IPMs provide valuable guidance for new international students during and after orientation – leading campus tours and social programmes. Throughout the semester, they provide support and guidance on as per need basis and foster relationship building activities.

Responsibilities & Specific duties to be undertaken:

Pre-orientation

- Actively participate in mandatory training session
- Assist ISMP Coordinator to prepare Orientation Programme materials and resources

Orientation

- Support Orientation, social programmes & activities with the coordinator

During Semester

- Be matched with up to 1- 4 incoming international students
- Spend an hour with your mentee for each session in the first 3 weeks of the semester
- During the semester, it is as per need basis, whereupon you can liaise with your mentees
- Communicate with your mentees via email or social network on a monthly basis throughout the semester
- Report to the ISMP coordinator, give feedbacks and attend meetings as and when required

Required Peer-Mentor Qualifications

- Completed at least 1 semester (applications from students who are currently in their first semester will not be considered)
- Have 1 or more semesters remaining before completing your programme
- Familiar with campus, campus life and student support services
- Good academic standing (3 GPA or higher)
- Dedication to building an inclusive and supportive community
- Strong interest in student and campus engagement
- Respect for all others (values, beliefs, religion, sexual orientation etc.)
- Excellent organisation and communication skills

Personal attributes required:

- Excellent communication skills
- High level of cultural competence and sensitivity
- Ability to work harmoniously within diverse team

Time frame: 1 semester minimum commitment

Supervision (to whom do volunteers report): ISMP Coordinator

Benefits to the volunteer: - Professional reference & Certificate of Appreciation