

## International Peer Mentor

### Position Description & Responsibilities

Thank you for your interest in the Peer Mentor position with the Berkeley International Office (BIO)! The role of a Peer Mentor is a great opportunity to help new international students connect with our campus, culture, and one another. You could play an invaluable role in aiding in their transition, gain skills and experiences that will help you with your future plans, and have a lot of fun in the process.

Please read on to find out more about the position, qualifications, time commitment, and important dates for participation in this program. Please only apply if you are able to commit to the program as listed.

### Position Description and Duties

As a Peer Mentor, you will be a representative of BIO and UC Berkeley and will be one of the new students' first points of contact. Your role will be to:

- Assist first year or transfer students with their transitions
- Facilitate and/or execute meetings, programs, or events for your mentees in August, September, October, and November
- Communicate regularly and effectively with your mentees during the summer as well as the Fall semester via email/phone/discord.
- Participate in the welcome event in August and help coordinate the program-wide event in November
- Attend training in May and development sessions in September and October
- Actively participate in other BIO programming and perform other duties as assigned

### Qualifications

To apply for a Peer Mentorship position, the applicant should:

- Be a full time undergraduate degree seeking student in good academic standing
- Demonstrate a commitment to engaging in and promoting cross-cultural experiences
- Have a strong desire to assist first year or transfer international students with their personal and academic adjustment to Berkeley
- Be available for all Peer Mentor time commitments (please review the calendar below carefully)
- Have a passion and dedication to increasing intercultural awareness, understanding, and experiences
- Possess knowledge regarding campus and community resources which can be articulated and shared with the new students
- Possess event or program planning and implementation skills

### Time Commitments

Mentors should anticipate spending approx. 2-3 hours per week on meeting with their mentees or program planning. Time commitments will vary depending upon time of year. **Mentors are required to attend training workshops and program wide events.** *Time conflicts must be communicated to BIO ahead of time and will be handled on an individual basis.*

These dates give you an overview of the program. They may be subject to change.

|                                      | May                       | July  | August                                   | Sept                           | Oct                            | Nov                            |
|--------------------------------------|---------------------------|---|--|--------------------------------|--------------------------------|--------------------------------|
| <b>All Program Events (2-3hrs)</b>   |                           |   | Program Welcome (Kick-Off) Party         |                                |                                | Program-Wide Event             |
| <b>Mentors Group Events (1-2hrs)</b> |                           | <i>Online communication with mentees</i>  | <i>Online communication with mentees</i> | Mentor hosts small group event | Mentor hosts small group event | Mentor hosts small group event |
|                                      |                           | <b>Mentors are expected to communicate one on one with each of their mentees via email, phone call or text, or in person at least once/month.</b> |  |                                |                                |                                |
| <b>Mentor Training (2-3 hrs)</b>     | Half-day Training Retreat |   |  | Workshop 1 (Sept 24th)         | Workshop 2 (Oct 22th)          |                                |

***\*Mentors are required to attend professional development workshops where they can learn how to best use and speak about this experience on their resumes and to future employers, intercultural communications workshops, leadership training and more.***

### Period and Terms of Position

- May (one weekday evening for training) and August - November 2021
- Continue to be in good academic standing

- Always demonstrate appropriate behavior as a representative of the Berkeley International Office, continually exhibit great communication skills, participate fully, and be an active and effective Peer Mentor
- Mentors are expected to fulfill all their responsibilities until the end of the program in November 2021

### **How to Apply and Timeline**

Application due date is 11:59pm on Monday, April 5, 2021

- Successful applicants will be contacted by Friday, April 9 to set up an interview
- Interviews will be held April 12-23, 2021
- Final selections will be made by April 28
- Training Retreat will be scheduled in May based on mentor availability