

# INTERNATIONAL ORIENTATION TEAM MEMBER RESPONSIBILITIES, EXPECTATIONS & SPECIFIC ROLE DESCRIPTIONS

## ***GENERAL RESPONSIBILITIES & EXPECTATIONS***

### **Pre-Orientation**

- Attend training sessions in spring semester.
- Develop a rapport with the International Orientation Team through regular in person and on-line meetings.
- Diligently carry out assigned tasks over the summer in preparation for return.

### **During Orientation**

- **Intentionally** strive to develop a rapport with each assigned group member.
- Maintain a positive, high-energy, caring and helpful attitude, leading by example.
- Attend **all International orientation activities** in team uniform and **on time**.
- Assist with international student and roommate arrivals.
- Take initiative and proactively help with responsibilities where necessary.
- Be familiar with each day's overall schedule and one's specific assignments for the day.
- Carry out logistical assignments promptly and enthusiastically.

### **Post-Orientation**

- Attend post-orientation feedback session following International orientation.
- Help clean up and put away programming supplies.
- Maintain regular contact with assigned group members throughout the academic year, assisting with any needs.
- Attend annual and group events geared toward the first-years during the fall semester..
- Regularly attend ISA General Body Meetings and events, encourage assigned group members to participate as well.
- Attend September team check-in meeting and November wrap-up meeting.
- Under the direction of the Head Peer Advisor, provide regular updates on group member issues and activity participation.
- Form meaningful relationships with students and serve as point of contact for questions that they may have.
- While the role officially ends in November, Peer Advisors may still be called upon to help with transfer students or deferred admits joining in spring..

## **TEAM ROLES**

### **Head Peer Advisor**

- Assist Advisor with preparing the International Orientation schedule.
- Assist Advisor in running an orientation for the Peer Advisor team
- Coordinate first-year/transfer student airport pick-ups and self-arrivals.
- Assist Advisor in running a training on international diversity for the Orientation Leader Team.
- Facilitate September team check-in meeting and November wrap-up meeting.
- Organize social security and bank trips early in the fall semester.
- Facilitate three or more group bonding events during the fall semester with the teams.
- Serve on the ISA Board to assist with programming and other initiatives.

### **Peer Captain**

- Assist Admissions with answering questions from accepted first-year international students considering matriculation.
- Correspond with enrolled first-year students throughout spring/summer and their roommates once assigned.
- Plan, implement and attend fall group and annual events (ex. Family Weekend Outing) designed primarily for first-year students.
- Stay in contact with one's International orientation team and organize small bonding events.

### **Logistics Captain**

- Support all International Orientation activities, team members and new students by carrying out the tasks and responsibilities assigned by the advisor and the Head Peer Advisor.
- Coordinate with Head Peer Advisor to create a logistics schedule for International Student Arrival Day and Roommate Arrival Day
- Determine meal and event assignments with input from the Advisor and Head Peer Advisor to create a logistics schedule for each Peer Advisor
- Coordinate morning wake-up calls
- Plan meals with Advisor
- Ensure that all supplies for activities are ready 30 minutes prior to event
- Communicate logistical issues to the Head Peer Advisor and Advisor
- Support Peer Advisors during group activities

### **Peer Advisor and Logistics Assistant**

- Carry out individual event-specific assignments determined prior to and during the International Orientation. (Ex. running games, setting and cleaning up various sessions, collecting rental bedding, etc.)
- Help create and maintain group cohesion during International Orientation.
- PA: Assist assigned PC with team member and small group needs.
- LA: Assist LC with specific tasks to support the overall needs of the team and program.

## **ELIGIBILITY**

- All team members **MUST** arrive on campus the Thursday prior to the start of the International Orientation. Head Peer Advisor and Logistics Captain are expected to be on campus the Monday before the International Orientation.
- Head Peer Advisor and Logistics Captain **MUST** have had at least one year of prior experience serving on the International Orientation Team.
- Head Peer Advisor, Logistics Captain and Peer Captains **MUST** have adequate access to the Internet if abroad during the summer.
- Students appointed to any the following positions are not eligible to be selected as a Peer Advisor: Resident Advisor, Resident Advisor Alternate, Peer Counselor, Orientation Leader, PARDner or any other position (leadership, athletic or otherwise) that would prevent complete participation as required above.
- Students who plan to study abroad during the fall are not eligible to apply. Preference will be given to applicants that plan to remain at Lafayette during the spring as well. (Position runs approximately 9 months - March through November.)
- Peer Advisors, Peer Captains and Logistics Captain may run for ISA board positions with discretion.