

INTERNATIONAL ORIENTATION TEAM MEMBER RESPONSIBILITIES, EXPECTATIONS, ELIGIBILITY & SPECIFIC ROLE REQUIREMENTS

GENERAL RESPONSIBILITIES & EXPECTATIONS

Pre-Orientation

- Attend training sessions in the 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.
- Participate in the two virtual IO summer sessions.
- Engage with the 1st years through the IO 1st Year WhatsApp and WeChat groups.

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 domestic roommate arrivals.
- Take initiative and proactively help with responsibilities where necessary.
- Help Logistics Team with set-up, clean up, and putting away programming supplies as needed.
- 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

- Help clean up and put away programming supplies.
- Provide feedback and reflection during the debrief session.
- Maintain regular contact with assigned group members throughout the fall but preferably the entire 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.
- 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 a point of contact for questions that they may have.

- While the role officially ends in November, team members may still be called upon to help with transfer students or deferred admits joining in spring.

ELIGIBILITY

- All supporting team members **MUST** arrive on campus the Thursday prior to the start of the International Orientation and be available through the entirety of the program, which ends after the clean-up and debrief on Friday, the start of general orientation.
- **MUST** have adequate access to the Internet if abroad during the summer.
- Students appointed to any of the following positions are not eligible to be selected as a Peer Advisor: Resident Advisor, Resident Advisor Alternate, Peer Counselor, LEO or any other position (leadership, athletic, campus job supervisor or otherwise) that would prevent complete participation as required above.
- Students who plan to study abroad during the fall are not eligible to apply.
- Positions run approximately 9 months - March through November.
- Peer Advisors, Peer Captains, Logistics Assistants and Game Captain may run for ISA board positions with discretion.

SPECIFIC TEAM ROLE REQUIREMENTS

Peer Captain

- Assist Admissions with answering questions from accepted first-year international students considering matriculation.
- Correspond with enrolled first-year students (and their roommates once assigned) throughout spring/summer - one on one, through the WhatsApp and WeChat groups and during assigned PC Chat times.
- Help plan, implement and attend fall small group and annual events (ex. Family Weekend Outing) designed primarily for first-year students.
- Stay in contact with assigned International Orientation group members and organize small bonding events.

Peer Advisor

- 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 and fall semester.
- Assist assigned Peer Captain in organizing group check-ins and bonding events.

Logistics Assistant

- Support all IO activities, team members and new student participants by carrying out the tasks and responsibilities assigned by Janine, the Head Peer Advisor and Logistics Team Captain.
- Serve and clean-up after all meals, ensuring that individuals with dietary needs are attended to, and that both student participants and leaders are sufficiently fed.
- Ensure that daily activity materials are organized the night before and delivered to/set-up at the designated location prior to the start time and removed promptly at the conclusion of the session.
- Support the PC and group you are assigned to during group activities, engaging with student participants as often as possible.
- Communicate logistical issues to the Logistics Captain and Head Peer Advisor or Advisor if needed.

Game Captain

- Supports all IO activities, team members and new student participants by carrying out the tasks and responsibilities assigned by Janine, the Head Peer Advisor and Logistics Team Captain including all Logistics Assistant responsibilities listed above (except where they conflict with game duties.)
- Works with assigned team members to plan team challenges, update scavenger hunt and other annual games throughout the summer.
- Provides regular updates to the Head Peer Advisor of progress.
- Provides Advisor a list of materials that need to be purchased no later than July 15th.
- Provides Advisor a list of files that need to be printed no later than August 1st.
- Makes necessary arrangements with Athletics for reserving equipment, understanding issues related to use of spaces and ensures all equipment is returned in good condition and in a timely manner.
- Organizes practice run through of all the games with assigned team members during team training.