**STUDENT ESTABLISHED JOB DESCRIPTION**

# Title of Position: Division/Department: Hours:

International Student Peer Mentor Ambassador

Student Services

5 hours per week, October to December, January to April

# Job Duties

* Assist the International Student Advisor with organizing the International Student Peer Mentor Program, including volunteer recruitment and training.
* Assist with promoting the program on social media and responding to inquiries from international students
* Assist with special event planning and delivery.

# Qualifications

* Must currently be a full-time Fleming College student in good academic standing (any program)
* Demonstrated interest and experience in international learning and support for international students including but not limited to knowledge of various cultures, current or prior experience in travel and international education
* Excellent communication and interpersonal skills to effectively relate to students, faculty and staff at the College
* High level of organizational skills with the ability to multi-task
* Ability to work independently and inter-dependently as part of a team
* Awareness of and respect for cultural diversity
* Familiarity with social networking applications (e.g. Facebook) is an asset
* Volunteer experience while at Fleming is an asset but not required.

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