

Apply to be a International Student Peer Coach

Are you interested in making a difference in the future of another international student? The College of Engineering Undergraduate Education has a unique paid part-time job opportunity for the right candidate. As an International Student Peer Coach, you will collaborate with many units across the College of Engineering to increase support for international students. The selected candidates will have excellent professional development opportunities to hone their skills in verbal and written communications, public speaking and organization. Please apply via mycco job Id # 815999. **Please submit your resume and cover letter by Friday, November 25, 2016.**

Requirements

- Must be a currently enrolled undergraduate student under the College of Engineering and have completed at least two semesters (Sophomore/Junior Class Standing) at PurdueUniversity (West Lafayette campus)
- Must maintain a minimum GPA of 2.5
- Must be able to commit to at least 4 hours per week of paid work, attend two semester training sessions, and attend all 6 Professional Development workshops
- Must be an international student/student that has lived abroad growing up/student that has gone through the
- Cross-Cultural Leadership Program/student that has been involved in at least a semester study abroad
- Ability to work without direct supervision (work independently)
- Have a positive, enthusiastic attitude and strong customer service skills

Responsibilities

- Assist with special campus tours and lead tours as needed when international students, parents and school counselors visit and record statistics on guests who call and visit
- Attend mandatory bi-weekly meetings*
- Check and respond to incoming emails in a timely manner
- Develop programs which will include collaborating with current students and Alumni
- Respond to questions and concerns of the admitted students. When available, coordinate special events in home country and meet with prospective and admitted students
- Coordinate chats and webinars with student staff and email invitations to admitted students (Collaborate with OFE)
- Plan and coordinate a welcome and networking event for FYE students
- Advise Office of Future Engineers on improving recruitment strategies
- Mentor and coach international FYE students on academic success and career development

Benefits & Goals

- Be part of the Cross Cultural Leadership Program (CCLP) which increases cross cultural abilities in students
- Mentor both future international engineering students and first year engineering students for success
- Receive training opportunities for peer coaching on career development and academic success
- Earn a cross cultural learning certificate upon completing the CCLP
- Develop interpersonal communication skills

MYCCO JOB ID	815999	POSITION TYPE	Part Time, Paid
SALARY LEVEL	8.00	JOB FUNCTION	Consulting/ Coaching
DESIRED START DATE	January 9, 2017	APPROXIMATE HOURS PER WEEK	4-6