Global Engagement Office (GEO) Peer Mentor: Summer 2021

The GEO Peer Mentors support incoming international students (graduate and undergraduate), and potentially visiting scholars, as they transition to living in Madison, WI and studying in the U.S. Peer Mentors will work closely with incoming students, and some with scholars, before their arrival and in their first weeks on campus by providing one-on-one guidance. Peer Mentors are resourceful, supportive, interculturally oriented student leaders who are able to enhance their peers’ first month by connecting them with college resources and to the campus community.

The nature of the job means that successful Peer Mentors are people who genuinely enjoy helping and supporting others. Peer Mentors must also be willing to sensitively engage with every student and visiting scholar during positive moments and also in moments of difficulty.

A Peer Mentor will:
- Support all students, especially international students, and visiting scholars (regardless of race, religion, sex, sexual orientation, gender identity, or other differences) as they arrive and acclimate to University of Wisconsin, the School of Education, and Madison, WI.
- Demonstrate non-judgmental, thoughtful, and respectful dialogue, support, and decision-making.
- Be sensitive and empathetic to the challenges that international students and scholars face when arriving to the U.S., Madison, and/or the University for the first time.
- Be a cooperative, reliable, honest, and enthusiastic team member to the group.
- Be open to asking for help and seeking guidance when faced with uncertainty.

The position responsibilities include:

One-on-One Support and Guidance (60%)
- Connect with your cohort (6-8) of incoming students/scholars and provide individual-level support for their arrival plans to Madison via email and/or chat. The advice offered will be based on information available through UW-Madison campus offices (e.g. International Student Services, University Housing, University Apartments, SoE Student Services, etc.) and will be provided to you.
- Provide timely follow-up (within 24 hours) to all incoming emails and other messages.
- Work with new students and scholars to ensure that they are taking part in meetings with their academic advisors, orientation meetings, new student welcome events, etc.
- Work with new students to support their technology needs in acclimating to Canvas, Zoom, and other tools.
• Submit a weekly update to the Global Engagement Office (template provided).
• Be willing to have your phone number be shared and/or your WeChat/WhatsApp, accounts for messaging with your cohort of incoming students/scholars. Or, start a WeChat and/or WhatsApp account to correspond with your mentees.

Host a Virtual Welcome Event with Your Cohort (30%)
• Host a 60-90 minute virtual welcome gathering with your cohort of new students to offer an opportunity for them to meet other new incoming international students.
• Use activities/games provided by the Global Engagement Office or design your own activities.
• Ensure the event is at a time all students and scholars can attend, and confirm attendance.
• Invite the Global Engagement Office staff to attend and participate in the virtual welcome event.
• Work with your SoE peers and the Global Engagement Office to invite other current international students and scholars to attend (if desired).

Training and Preparation (10%)
• Participate in a training session (2 hours) with the Global Engagement Office (to be held Tuesday, August 3).
• Participate in a welcome event on Friday, September 10th from 4:30-6:30 (these hours will be compensated).
• Review materials and resources provided at the Global Engagement Office.

Qualifications:
• A successful Peer Mentor will be:
  o A rising junior, senior, or graduate student who has demonstrated previous campus involvement, leadership and/or peer-student support who is familiar with School of Education departments and units.
  o In good academic and disciplinary standing at the University.
  o Able to work across cultures.
  o Experienced in acclimating to a new country or cultural context (e.g. personal experience as an international student, living overseas for an extended period of time, transitioning from a rural to urban setting or vice versa, etc.).

This will be an approximately 4-week appointment which will run from Tuesday, August 3 – Friday, September 3, 2021. The position will entail approximately 10 hours per week and pays $16/hour. Please note that the Global Engagement Office is hiring multiple Peer Mentors to take part in the support and welcome of SOE International Students.

To Apply:
Please complete a brief Google form to apply (https://forms.gle/cAjcQKiCi9oB61Wk9). Applications will be accepted through Wednesday, July 21 at 5:00 p.m. In the form, you will be asked to upload a Resume/CV and a 250-500 word statement on why you would like to serve as a Peer Mentor and how your professional and personal experiences have prepared you to serve in this role. Please reach out to Kate McCleary, PhD, Associate Director of the Global Engagement Office, with any questions – global@education.wisc.edu.