

GLOBAL AMBASSADOR MENTORSHIP PROGRAM

1. **JOB TITLE:** Global Ambassador/Mentor
2. **NUMBER OF OPENINGS:** 25
3. **DURATION:** One-year commitment. Spring quarter 2020 to the end of Winter quarter 2021
4. **STIPEND:** \$500 (\$250 paid at end of fall quarter and \$250 end of winter quarter)
5. **JOB DESCRIPTION:**
 - a. OVERVIEW OF RESPONSIBILITIES:
 - i. Mentor 5 or more new international students and maintain regular contact.
 - ii. Attend all planning and staff meetings, and contribute ideas.
 - iii. Take initiative and participate in mentor-led projects and committees.
 - iv. Support and attend events held by the program, help with event set-up and cleanup.
 - v. Serve as easily-accessible resource for information and questions.
 - b. GENERAL WORK:
 - i. Duties:
 1. Attend GA Program activities on the following dates and times:
 - a. **Intercultural Leadership Class:** You must be able to attend a 2-unit P/NP class, during Spring quarter 2020.
 - b. If you have a time conflict with the class, please contact SISS programs staff at sisconnect@ucdavis.edu.
 - c. **Half-Day Mini-Retreats:** Dates and times TBD. One per quarter.
 - d. **International Student Orientations:** from September 16th - 24th for four half-day shifts, between 7:00AM – 9:00PM.
 - e. **Weekly staff meetings:** both Fall and Winter Quarters. Dates and times TBD.
 2. Check in with mentees at least once per week (online or in person)
 - a. Contact with mentees will begin over email during mid-Summer before they arrive in Davis
 - b. Make availability to meet mentees and introduce them to the Davis campus or to interact in a social environment, for mentees to come to talk to you in person if they have questions, or need to talk about sensitive topics.
 - i. Direct sensitive topics to SISS Programs staff supervisor for guidance.
 - ii. Contact SISS Programs staff supervisor immediately in an emergency situation.
 3. Participate in a committee and contribute to events and programs.
 - a. Lead initiatives, workshops, and projects for mentees and fellows mentors.
 - i. You will be part of at least one committee per quarter.
 1. Event Planning Committee
 - a. The Event Planning Committee is in charge of the planning and execution of events and programs including social events and field trips. The committee will make room reservations, detailed agendas, budgets, set-up logistics, etc. Some examples of past events include: Corn Maze Trip, Halloween party, study break sessions, slang workshop, and dessert social. This committee will plan events that will be open to both students in the program and the larger international student community on campus on behalf of SISS.
 - b. The Event Planning Committee will also provide feedback on existing SISS programs and help develop partnerships across campus with other student organizations to foster greater understanding of the international student community on campus.

2. Mentorship Committee

- a. The Mentorship Committee will design ways to help mentees reflect on their desired outcomes and on the steps needed to attain them. The committee will create activities designed to promote setting and reaching academic, cultural, and social goals. This committee will also work closely with the SISS Programs staff in planning and executing our Fall and Winter Orientation.
- b. The Mentorship Committee will be responsible for defining a mentorship model for our program to better support our students and developing partnerships across campus with other student organizations to foster greater understanding of the international student community on campus.

d. INTERACTION:

- i. Working independently: You will be working independently to make sure you contribute to your committees and to your mentees on a regular basis as well as keep up with resources and relevant events on campus.
- ii. Working as a team: By interacting with the mentors and mentees, you will be working as a team for the overall benefit of the program

e. ROLE WITHIN UC DAVIS / SISS:

- i. Be knowledgeable about resources on campus including but not limited to: Services for International Students and Scholars (SISS), Cross Cultural Center (CCC), Student Academic Success Center (SASC), Center for Leadership Learning (CLL), Women's Resource and Research Center (WRRC), etc.
- ii. Be knowledgeable about opportunities for international students including internships, programs (PAL Program, International Café, International Friendship Program), and clubs.
- iii. Serve as a leader, resource, and intermediary point of contact for all individuals in the program.

6. **REQUIREMENTS / QUALIFICATIONS:**

a. MINIMUM QUALIFICATIONS

- i. Satisfactory academic progress (2.50 GPA).
- ii. Completion of one full university level academic year (3 quarters) by July 2020.
- iii. Ability to serve a minimum of a two-quarter internship commitment, 40 hours per quarter.
- iv. Dedication to service
- v. Significant experience working, living or studying in an international or cross-culture context (can be abroad or in the U.S.)
- vi. A genuine willingness to learn from different cultures
- vii. Basic understanding of a language other than English and willingness to use it
- viii. Familiarity with campus organizations and experience in project planning, and working in team settings
- ix. Contribute to a diverse workplace through ideas or experience and to support and advance the campus Principles of Community in all activities.
- x. Demonstrated or potential for leadership in thought and action, to effectively guide mentees for successful experience in UC Davis.