International Excellence Programs

Mentor / Mentor Coordinator

Job Description

International Excellence Program (IEP) mentors and coordinators must be current UCI undergraduates who have lived or studied abroad and/or are knowledgeable about the issues faced by international students. The purpose of IEP mentors is to help mentees identify and utilize the campus and community resources necessary for academic and social success at UCI. They also help create conditions where mentees feel comfortable sharing their perspectives on global issues. IEP mentors build strong relationships with mentees through small group activities and one-on-one meetings. IEP coordinators play an administrative role in helping to supervise and support our mentors. They also serve as back-up mentors for all IEP mentees.

Characteristics of a successful IEP Mentors / Coordinators include:

- **Committed:** Mentors and coordinators feel a genuine responsibility and connection to the IEP program and to their mentees. All of our staff have the desire to give back to the UCI community by helping our international students succeed.
- **Empathetic:** We look for students who genuinely care about the experience of our international students and make a strong effort to help them feel comfortable at UCI and in the US.
- **Campus Leaders:** IEP mentors and coords are confident student leaders who are connected with our campus and our surrounding community. They also serve as role models to help their mentees build leadership skills.
- **Creative:** IEP Mentors and coords are willing and able to take the lead in organizing multiple academic, cultural, and service-oriented events with their mentees throughout the academic year.
- **Motivated:** IEP mentors and coords strive for academic, professional, and personal success. They have the desire and ability to guide their mentees to achieve success as well.

Training and Time Commitment:

- **All IEP Mentors & Mentor Coordinators MUST** be able to do the following:
  - Participate in a group interview. Dates and times TBD.
  - Applicants for Coordinator position must also be able to participate in a follow up interview with IEP administrative staff.
  - Attend Mentor Training during the week of September 6-9 from 9:00 am – 4:00 pm. Training is paid.
  - Work during the International Student Orientation (ISO) - week of September 12-16. This includes some evening and night hours.
  - Work during Welcome Week September 19-21.
  - IEP mentors work 10 hours per week during the Fall, Winter, and Spring quarters.
  - IEP coordinators may work up to 15 hours per week during the Fall, Winter, and Spring quarters.
  - Evening and weekend hours will be required.
IEP Mentor Duties:

- Maintain a roster of 15-20 mentees.
- Schedule and facilitate individual meetings with mentees.
- Schedule weekly check-in sessions where mentees can discuss any issues, questions or concerns. Minimum 2 hours / week.
- Organize 3 Mentor Family Activities (MFAs) per quarter where each mentor, their coordinator, and their mentees come together as a family.
- Attend weekly staff meetings on Tuesday evenings
- Attend all IEP-wide events unless an excused absence is given.
- Complete bi-weekly Reflection Sheets and submit them to mentor coordinators by the specified due dates.
- Complete daily Mentee Interaction Logs and keep them updated online in real time.
- Develop a Mentoring Action Plan (MAP), which will guide mentoring activities.
- Check e-mail DAILY and respond to coordinator and administrative staff e-mails within 24 hours.
- Develop and maintain a working knowledge of common campus resources and refer mentees as necessary.
- Participate in professional development activities and skill building workshops to improve mentoring skills.
- Represent IEP at campus and community events.
- Work with campus units to conduct outreach to incoming international students.

IEP Mentor Coordinator Duties:

- Supervise a group of 4-5 mentors throughout the academic year.
- Attend all Mentor Family Activities organized by mentors in Coord Group and meet all of your mentors’ active mentees.
- Maintain updated rosters for all mentees in your Coord Group.
- Serve as a general back-up resource for all mentors in your Coord Group.
- Facilitate bi-weekly reflection sessions with all IEP mentors in the Coord Group.
- Organize 1 Coordinator Event per quarter where the entire Coord Group comes together as a family.
- Drop in on mentor check in sessions a minimum of 3 times per quarter.
- Attend weekly staff meetings on Tuesday evenings and co-facilitate one staff meeting/quarter with your Coord group.
- Attend weekly Coordinator meetings immediately following staff meetings.
- Lead Coord Group in co-facilitating weekly staff meetings.
- Review Reflection Sheets submitted by mentors and identify key issues or trends.
- Review Mentee Interaction Logs on a weekly basis to stay updated on mentor/mentee interactions.
- Create monthly Coordinator Reports.
- Develop a Mentoring Action Plan (MAP), which will guide mentoring activities.
- Develop and maintain a working knowledge of common campus resources and refer mentees as necessary.
- Develop and lead professional development activities and skill building workshops to improve mentoring skills.
- Work closely with administrative staff to develop and maintain program policies and procedures.
- Represent IEP at campus and community events.
- Work with campus units to conduct outreach to incoming international students.

Required Skills and Qualifications

IEP Mentors

- Must have minimum of ONE of the following:
  o Previous experience living abroad
  o Demonstrated interest in international education issues
- Ability to communicate with individuals from diverse cultural backgrounds.
- Excellent interpersonal skills.
- Strong leadership skills.
- Ability to plan, organize, and execute events in collaboration with other mentors and campus units.

Updated 3/7/16
• Strong public speaking and facilitation skills.
• Familiarity with media and social networking tools used to communicate with mentees.

**IPG Mentor Coordinators** – In addition to the above skills and qualifications, Coordinators must possess the following:

• Ability to lead a team of diverse individuals.
• Demonstrated leadership skills and experience.
• Excellent organizational & time management skills.
• Strong writing skills.
• Familiarity with campus and community resources.

**Pay Rate:**

• Mentors: $11.25 / hour
• Returning Mentors: $11.50 / hour
• Mentor Coordinators: $12.25 / hour
• Returning Mentor Coordinators: $12.50 / hour

**How to Apply**

**New Applicants: Mentors**

- Review the Mentor / Coordinator job description.
- Complete only a Mentor application. (Link is on the IEP website.)
- Submit resume along with application. We will not accept resumes without the completed IPG application.
- Selected applicants will be contacted to participate in a group interview.

**New Applicants: Mentor Coordinators**

- Review the Mentor / Coordinator job description.
- Complete both a Mentor application AND a Mentor Coordinator application. (Links to both applications are on the IEP website.)
- Submit resume along with application. We will not accept resumes without the completed IPG application.
- Selected applicants will be contacted to participate in a group interview.
Returning Staff: Mentors

- If you are interested in returning as a Mentor next year: Complete only a Mentor application. (Link is on the IEP website). If selected, IEP administrative staff will inform you if you need to go through the interview process again.
- If you are interested in being a Mentor Coordinator next year: Complete only a Mentor Coordinator application. (Link is on the IEP website). If selected, IEP administrative staff will contact you to schedule a group interview.

Returning Staff: Mentor Coordinators

- If you are currently a Mentor Coordinator interested in returning as a Mentor Coordinator next year: Complete only a Mentor Coordinator application. (Link is on the IEP website). If selected, IEP administrative staff will inform you if you need to go through the interview process again.

All returning mentors and coordinators should e-mail IEP administrative staff and notify us of your intent to work as a returning staff member after completing the relevant application(s).

Applicants may apply for both IPG Mentor and Mentor Coordinator positions, but both the Mentor application and the Mentor Coordinator application must be completed for consideration.

All applicants will be notified about their application status during the Spring quarter.

Contact IEP Administrative Assistant with any questions at: stefanit@uci.edu.