Similar to a WU Opening Days Leader, the International Peer Coach (IPC) is responsible for introducing American Studies Program (ASP) students to Willamette and Salem communities. For six weeks you and a partner will help newly arrived international students become confident and independent in their new environment with a deeper understanding of the Willamette way of life.

Along with another IPC, you will help your group of 20-24 ASP students work through what it means to live with a roommate, how Americans make friends, cultural differences in communication and body language, and American college life in general. You are the students’ first American mentor and friend, and have the chance to introduce everything you love about Willamette and Oregon: the best places to study, the best coffee shops downtown, or the best place to sit at a home basketball game.

Transitioning to a new culture is never easy, but as an IPC you can help smooth this transition and make truly life-long friends in the process. Being an IPC is an unforgettable experience; you can improve your cross-cultural skills, sharpen your leadership skills, challenge your own self-awareness, and have fun doing it!
Application Packet Contents:

- Important Dates (1pg)
- Job Description (2 pgs)
- Job Application (4 pgs)
- 2 Personal Reference Forms (2 pgs each) – Google Form

Important Dates:

**Tuesday, September 15 –or- Wednesday, September 16:**
Informational meeting, Tues 11:30am Kaneko 144; Wed 4:15pm Eaton 106

**Friday, September 25:**
Applications due to Kendrick Arakaki at 3:00pm, TIUA Office 235. Sign up for your individual interview at that time as well.

**September 28 – October 2:**
Individual interviews – Please meet interviewers at the TIUA front desk
(individual sign-ups)

**Tuesday, October 6:**
Group interview at 6:00 p.m., TIUA Room 144

**End of October:**
Hiring notifications

**November 5:**
Mandatory IPC Training, details upon hiring

**Friday through Saturday, January 22-24, 2016:**
Mandatory IPC Training; Friday – Sunday, Times TBA

*If you have conflicts with any of these dates, please contact Kendrick Arakaki <karakaki@x.3326*
Position: International Peer Coach
Appointment: January 22 — April 2, 2016
Immediate Supervisors: Associate Director of Residence Life and Wellness Services
Associate Director of Student Life
Campus Life Coordinator
Reports to: Director of Campus Life and Academic Services
Stipend: $650 per month (2 months)

General Function

The IPCs are responsible for assisting the Associate Director of Residence Life and Wellness Services, the Associate Director of Student Life, faculty, and other staff in overall orientation of ASP students. As a mentor, advocate, and resource person, it is the IPCs’ responsibility to assist students in making a successful transition to life on an American university campus.

Minimum Qualifications for the IPC position:

- Student in good standing
- Lived in a residence hall a minimum of 2 semesters; preference given to upperclassmen
- Demonstrated responsibility, maturity, and cultural sensitivity
- Interpersonal / intercultural skills
- Ability to drive university vehicles (2 years driving experience and passed the safe drivers test through Campus Safety) preferred.

Expectations

Training:
- Mandatory Training, November 5; January 22-24, 2016
- Attend all weekly staff meetings
- Read and understand the WU Resident Life Guidebook and Selected Policies Manual

Programming:
- Assist with ASP Opening Days Week activities
- Plan appropriate activities for small and large groups of ASP students
Responsibilities:

1. Availability
   - Average 15 hours per week for six weeks, including weekends (mostly late afternoon and evening).
   - The busiest week is Feb. 8-12 when students arrive; expect to work more than 20 hours that week.
   - Time spent working will decrease as students become more accustomed to campus life.
   - Working during spring break is not required.

2. Orient ASP students to Willamette and Salem communities
   - Emergency procedures
   - Residence hall life
   - Standards of conduct
   - Campus activities
   - Recreational facilities
   - Cherriots bus system
   - Shopping and entertainment

3. Collaborate with CM events and programs, Willamette Student Organizations, and other events and programs if requested and available.

4. Occasionally assist campus life staff with driving.

5. Support and encourage ASP-Willamette student interaction by working closely with TIUA and WU Student Involvement, WU Residence Life, and faculty.

6. Assist in developing, planning, and implementing recreational, cultural, and educational activities.

7. Act as a resource by directing students to various services on campus and in the community, including student organizations campus events, and recreational facilities.

8. Provide information concerning each individual student’s wellbeing to supervisor.

9. Keep accurate records of activities, concerns, and student trips and submit reports to supervisor as needed.

10. Obtain pre-approval for all programs and related expenses.

11. Maintain a high level of professionalism.

12. Assume other responsibilities as assigned.

13. **BE FLEXIBLE!!!!**
Applicant Information

Name: ___________________________________________ Email: __________________________
Address: ___________________________________________ Mailbox #: ___________________________
Phone (cell): ___________________________ Residence Hall: ___________________________
Birthday (mm/dd/yyyy): _______/_____/_________ ID #: ___________________________

Class (check one):  FR_____  SO_____  JR_____  SR_____  GR_____
Major field of study: ___________________________________________
Career plans (if known): ___________________________________________
Number of semesters (including this semester) lived in…. ___________________________________________
WU Residence Hall: _____ Which one(s)? ___________________________
Off Campus: ______
Sorority: _____
Fraternity: _____
Where do you plan to live spring semester ‘16? ___________________________________________

In case of emergency, please notify:
Name: ___________________________ Phone: ___________________________
Address: ___________________________ Relationship: ___________________________

Cumulative Willamette G.P.A.: ___________________________

Please attach an unofficial transcript to the back of this application packet.

Are you a current Willamette University student? Yes / No
Do you possess a valid US driver’s license (minimum of 2 years)? Yes / No
Do you possess a driver’s record that meets Willamette’s requirements for driving? Yes / No
Have you completed the “Safe Driver Program” training test? Yes / No
Have you lived in a Willamette residence for a minimum of 2 semesters? Yes / No

List any activities or employment with which you may be involved in the spring of 2016:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you studied/lived overseas?  Yes  No
If yes, when and where? ___________________________________________
Do you speak any foreign languages? If yes, please list you’re your proficiency:
________________________________________________________________________
Please list your last three places of employment
(Employer name, dates, phone number, and responsibilities):

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Please list two people who can be contacted as a personal reference. One must be an immediate supervisor or professor. The other must be a recent Area Coordinator, Community Mentor (CM), or advisor in Campus life. Please provide their name and contact information below.

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How did you find out about the IPC position? ________________________________________________________________

Application Questions (use ONLY the space provided):

1. Why do you want to be an IPC? What are you hoping to gain from the experience?

2. How will you previous experiences and background help you to be successful in the IPC position? Specifically address your leadership, organizational, and cross-cultural experiences and skills.
3. Describe a situation in which you felt a sense of accomplishment. What did you learn about yourself through this experience?

4. Describe a situation where you have demonstrated teamwork. What have you learned about your ability to function as a member of a team?

5. From your past experience as a leader, what have you learned about your own leadership style and skills?

6. What aspects of Willamette college life do you think are important for international students to experience? Why?
7. How would you integrate international students into the community (Willamette University and Salem)? Note: Keep in mind that ASP students are here for one year, from February to December.

PLEASE READ AND SIGN

I understand that if hired for the IPC position, my responsibilities include participation in the retreat, staff meetings, on-going training workshops, as well as regular weekly meetings with the ASP students and campus life staff.

The above information that I have presented is true and correct. I authorize the Tokyo International University of America (TIUA) Administration to verify any of the above information.

__________________________  ______________________
Signature                                      Date

I authorize Tokyo International University of America (TIUA) to conduct routine inquiry of my references, TIUA, Campus Life and Academic Services staff members, conduct records, and grade point average during the processing of my application, in order to provide necessary information in determining my eligibility for employment. I further understand that for evaluation purposes, this information will be shared with members of the Selection Committee.

__________________________  ______________________
Signature                                      Date

Print Name