

TOKYO INTERNATIONAL UNIVERSITY OF AMERICA

Office of Student Affairs

Job Description

Position:	International Peer Coach
Appointment:	January 25 –April 1, 2018
Immediate Supervisors:	Associate Director of Residential Life and Wellness Services Associate Director of Student Life
Reports to:	Director of Student Affairs and Academic Services
Compensation:	\$10.75/hour (between 70-110 hours; 70 hours minimum)

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:

- Sophomore, junior, and senior Willamette University students in good standing (maintain at least a 2.5 cumulative GPA during employment period and successful clearance of conduct record inquiry)
- Demonstrated responsibility, maturity, and cultural sensitivity
- Interpersonal/intercultural skills

Preferred Qualifications

- Experience living in a residence hall at least 2 semesters
- Ability to drive university vehicles (2 years driving experience and passed the safe drivers test through Campus Safety).

Expectations

Training:

- Mandatory Training, November 1 (1.5 hours); one weekend in January 2019 (more details upon hiring)
- Attend all weekly staff meetings
- Read and understand the WU Housing Handbook and and WU Student Rights and Responsibilities Policies

Programming:

- Assist with ASP Opening Days Week activities
- Coordinate and facilitate all required IPC programming
- Plan appropriate activities for small and large groups of ASP students

Responsibilities:

1. Availability. Refer to the following chart. Please note that IPCs put in the most amount of hours during ASP arrival week.

Week	Approximate number of hours
Week 1: Jan. 25-26	12-15 hours (training)
Week 2: Jan. 27-Feb 2	6-8 hours
Week 3: Feb. 3-9	20-30 hours – Arrival Week!!
Week 4: Feb. 10-16	15-20 hours
Week 5: Feb 17-23	5-8 hours
Week 6: Feb. 24-Mar. 2	4-10 hours
Week 7: Mar. 3-9	4-10 hours (Blazers' game (date TBD))
Week 8: Mar. 10-16	2-5 hours
Week 9: Mar 17-23	2-4 hours
Week 10: Mar. 24-30	No hours required (Spring Break)
Week 11: Mar. 31-Apr. 1	No hours required
Total:	70-110 hours

2. Orient ASP students to Willamette and Salem communities, including the following (but not limited to): emergency procedures, residence hall life, standards of conduct, campus activities, recreational facilities, Cherriots bus system, and entertainment.
3. Collaborate with RA events and programs, Willamette student organizations, and other events and programs if requested and available.
4. Occasionally assist ASP student affairs staff with driving and College Life Orientation.
5. Support and encourage domestic and ASP student interaction by working closely with TIUA Student Affairs and WU Student Involvement, WU Housing, and faculty.
6. Assist in developing, planning, and implementing recreational, cultural, and educational activities. Obtain pre-approval for all programs and related expenses.
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. Track and report attendance at all activities.
10. Maintain a high level of professionalism.
11. Assume other responsibilities as assigned.
12. **BE FLEXIBLE!!!!**