

**INTERNATIONAL MENTOR POSITION DESCRIPTION**  
**Housing and Residence Life Office • Edmonds Community College**

International Mentors (IMs) are members of the Housing and Residence Life Office Staff and, as representatives of the College, are expected to act accordingly at all times and strive to accomplish the primary objectives of the Housing program. IMs help foster communication and understanding between international students, domestic students, housemates, and Host Families through group meetings, activities, and educational programs. Compensation for the International Mentor position waives 75% of the student's annual homestay fee in lieu of an hourly wage. The job includes, but is not limited to, the following responsibilities and expectations:

**1) Community Development**

- a) Build rapport and become acquainted with homestay students.
- b) Be available at regular times for assistance to students.
- c) Become acquainted with homestay students' academic and social needs.
- d) Attend academic, cultural, and social activities and encourage your students to do so.
- e) Foster cross-campus collaboration by attending and supporting the events of other departments. Promote these activities with homestay students.
- f) Post to IM social media platforms (Instagram & Facebook) at least 3 times a week.

**2) Assist your students.**

- a) Help students work through culture shock and provide assistance to those who are having difficulties adjusting to life in the U.S.
- b) Know campus resources and make referrals when necessary.
- c) Be available for mediation as necessary, particularly involving cross-cultural misunderstanding of Homestay Families and students or housemates.

**3) Develop balanced and appropriate relationships with students and staff members.**

- a) Focus on equity. While we want to contact all students regularly, not all students need the same attention so strive to give each student the attention they need. It's about quality, not quantity.
- b) Understand that romantic relationships with residents may create a conflict of interest.
- c) Balance all relationships, whether with group members or otherwise, with other commitments (academics, job, personal).

**4) Behavior and Conduct Intervention**

- a) Set the best possible example by your own actions both on and off campus. Even when you are not working, residents will look to you as a representative of EdCC and the Housing Office.
- b) Know and follow all College and Housing and Residence Life Office policies, *this includes both homestay and residence hall policies regardless of where you actually live.*
- c) Any illegal use of drugs or alcohol will result in the termination of your employment.
- d) Help homestay students know and understand policies and procedures.
- e) Make sure students are aware of Housing Policies, **and** the Student Code of Conduct.

**5) Confront policy violations.**

- a) Advise the CRE of any policy violations or situations of concern and use the Housing Incident Reporting system to document them.
- b) Support other staff members when they are required to take disciplinary actions.

- c) Work cooperatively with representatives of Campus Security and other personnel when  
 dealing with policy issues.
- d) Appear at disciplinary hearings when requested.

#### **6) Administrative Responsibilities**

- a) IMs will host at least 2 hours of drop in per week.
- b) IMs will work 1 hour of Housing Office front desk per week.
- c) Be the front line for all students who come to the Housing Office with a homestay concern or desire to move. IMs will triage each situation and refer to CRE as needed.
- d) Turn in paper work promptly (weekly reports, program proposals and evals, etc.)
- e) Bcc the CRE on all bulk emails you send to students.
- f) Attend, and be on time to, all scheduled meetings.
- g) Check email regularly for Housing Office updates.

#### **7) Programming Responsibilities**

- a) Programs should be purposeful and have a community education aspect in order to conform to the EdCC Housing programming model and standards.
- b) Complete a program evaluation within one week after completing your program.
- c) Assist with Housing Office sponsored activities; especially the Leadership is You Conference and International Night.
- d) In collaboration with ISS, each IM will prepare and lead 1 lesson plan per quarter for the weekly Conversation Group Gathering.

#### **8) Personal and Academic Balance**

- a) Take no more than 18 credit hours per quarter unless previously arranged with the CRE and the Housing Director and maintain a 2.5 GPA.
- b) Attend classes regularly, serving as an academic role model for residents.
- c) Take responsibility for budgeting time so the job is carried out, necessary studying is accomplished, and there is time for relaxation.
- d) IMs are live-in student staff meaning you must live in either homestay or residence hall. Homestay is preferred but IMs can select to live in a Residence Hall.
  - i) If you choose Residence Hall, the Housing Office will decide which building to assign you to. We will consider any preference, but your final assignment will be based on the business need first.

#### **9) Schedule availability**

- a) Attend Mandatory Fall Training; this will require returning early from summer break.
- b) Be available to work during Arrivals Weekend and Orientation Week each quarter.
- c) Be available for work during vacation periods including Winter and Spring breaks.
- d) Be available for all Trajal Arrivals Week in Winter quarter.
- e) Attend staff meetings scheduled weekly throughout the year.
- f) Attend individual one on one meetings scheduled weekly with the CRE.
- g) Attend all staff in service trainings during the year.
- h) Attend all meetings called by the CRE or Housing Director throughout the year.
- i) Attend various training or team bonding activities set forth by the IM Team.
- j) If IM is running late or misses a Housing event/meeting they must contact the CRE directly.

#### **10) Other Duties as Assigned**

a) Assume responsibilities for other duties as assigned by the CRE or Housing Director.