



## **International Student Ambassador Job Description**

**Position Overview:** We are seeking an individual to serve as an International Student Ambassador for the Director of International Student Services.

The International Ambassador is expectations are as follows:

- Helping organize and facilitate New International Student Orientation (NISO)
- Inventory of bedding and welcome packets for International Students
- Help to check-in international students to their Dorms
- Assist in the arrangement of international student activities and the International Students Club throughout the academic year
- Pick up International Students from the airport
- Be an official driver for the International Students Club (If one has a driver's licenses)
- Be available to assist with last-minute tasks
- Be the main liaison between the Office of International Students and the International Students Club
- Work closely with International Students to offer support on portal documents, sending social security information, driver's licenses information, and other tasks
- Support communication via email, social media, and in person and reminders to students
- Be able to complete basic office tasks and other variable event tasks as needed
- Be a good communicator, personable, and willing to help
- Must be a self-starter

Logistics and requirements:

- Must be available to work all the days of NISO and also throughout the academic year, as needed (at times, during non-business hours)
- Status as an International Student is preferred
- Students must be living on-campus for the duration of the academic year of employment

The International Student Ambassador Position is a paid position and receives a stipend (not hourly). It is a busy job at the beginning of the semester but is extremely relaxed during the school year.