Center for Multicultural and International Engagement
International Student Counselor
Job Description

St. Olaf College and the Center for Multicultural and International Engagement commit to promoting global citizenship. Each year, more than 60 students from nearly 40 countries and regions across the globe join the St. Olaf College community as exchange, degree-seeking, or transfer students. Some join us after already having lived abroad for several years; for others, this may be their first experience outside their country and away from family. International Student Counselors make the very first impression on our new international students – so their enthusiasm and support are essential.

International Student Counselors enjoy a unique position of leadership on campus. They gain a whole new world of friends and enjoy cross-cultural experiences while helping new students adjust and adapt to life at St. Olaf. For someone who cares and shares, who is curious and willing to help others, being an International Student Counselor is an opportunity that will help you grow in sensitivity and global perspective.

An International Student Counselor should possess the following qualities.

1. This position is a full academic year, time-consuming position - highly demanding of personal motivation, self-discipline, and maturity. Counselors may also be asked to participate in activities during Interim and over breaks.

2. The International Student Counselor is expected to abide by all college policies, regulations, and Code of Student Conduct.

3. The International Student Counselor must have a working knowledge of all aspects of St. Olaf College to appropriately assist, advise and serve as a liaison between students and other members of the St. Olaf community.

4. There must be a sensitivity and concern for others as individuals and a personal and professional commitment that goes beyond outlined responsibilities.

5. There must be demonstrated emotional maturity necessary to cope with day-to-day decisions involved in maintaining healthy relationships with one another and for the support of new international students.

6. The International Student Counselor must be committed to continued growth and development as a counselor, as well as personal growth, taking care to budget personal time for study, work, and relaxation.

7. The International Student Counselor is a leader throughout the campus community. The position demands integrity, responsibility and a positive attitude.

8. International Student Counselors must be in good academic standing. If, during the year, an International Student Counselor is placed on probation, his/her status as a counselor will be reevaluated to determine whether the position has a detrimental affect on his/her academic performance.

9. An individual may be terminated from the International Student Counselor position for failing to meet the responsibilities of the position as described below or if his/her actions conflict with the policies of St. Olaf College.

10. Counselors must be available for weekly meetings with the Assistant Director, taking place Tuesdays from 3:15-4:15pm during each semester. In addition to regular mentoring responsibilities, counselors must also be available for the following planned activities:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Mid-April, 2017</td>
<td>New International Student Counselor Training</td>
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<tr>
<td>August 26-28</td>
<td>International Student Counselor Week 0 Training</td>
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<td>August 29-September 1</td>
<td>Week 0</td>
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<td>September 6</td>
<td>Week One Check-in</td>
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<td>October 24 (tentative)</td>
<td>Mid-Semester Check-in</td>
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<td>Jan. 17, 2018 (tentative)</td>
<td>Interim Check-in</td>
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PRIMARY RESPONSIBILITIES

Community Development
- Communicate during the summer with incoming students and answer questions or make referrals.
- Help develop an atmosphere in the international community in which students respect and support one another.
- Assist with the arrival of new international students during Week Zero, a four-day intensive pre-orientation program.
- Develop a positive relationship with each counselee during Week 0.
- Establish and maintain open communication with the CMIE Assistant Director and coordinating staff on international student needs and issues.
- Assistance in supporting the CMIE Assistant Director in planning and executing international student community-building activities throughout the academic year.

Peer Advising
- Observe new student attitudes, academic difficulties, and health problems, and assist them in developing self-advocacy skills.
- Within the limits of training and capability, advise and counsel students on academic, personal, and social matters, and making referrals when appropriate.
- Be sensitive to existing or potential cultural differences and/or group tensions.
- Counselors will continue to advise and support counselees throughout their first year. Counselors must meet with their counselees at least once per month during the academic year.

Role Modeling
- Act as a role model in academics, personal habits, and general areas of community life.
- Personally abide by College policies and regulations. Failure to do so is considered a serious breach of the International Student Counselor responsibilities and may result in removal from the position.
- Be committed to personal growth and self-improvement, allowing ample time for study, work and relaxation in personal schedules.

Resources
- Acquire a working knowledge of campus referral services for students in need of specialized help (including Health Service, Food Service, Counseling Center, Financial Aid, Academic Support Center, the Dean of Students Office, CMIE, Academic Advisors, etc.) and encouraging students to utilize these resources.

Staff Member
- Counselors must treat this position seriously as a representative staff member of CMIE.
- Counselors will be required to attend weekly meetings with the CMIE Assistant Director.