IEC PEER AMBASSADOR FALL/WINTER 2017-2018
Co-Curricular Record Opportunity

International Education Centre (IEC) Peer Ambassadors are an important point of contact in the outreach initiatives and programming the IEC organizes. IEC Peer Ambassadors help enhance the reach the office can have, raise awareness about its services and opportunities, and assist in community building activities for UTM students.

The IEC supports holistic student development and has created the IEC Peer Ambassador role as a Co-Curricular Record opportunity for students to become involved with on campus. The opportunity allows upper year students to assist new students as they become familiar with the campus. This experience helps IEC Peer Ambassadors to build transferable skills such as communication, leadership, time management, and knowledge of campus resources.

IEC Peer Ambassadors receive training and support from a team of professional staff and peer staff in the IEC. Students who successfully fulfill the IEC Peer Ambassador opportunity will receive recognition on the Co-Curricular Record for their time commitment and skill development. Successful completion will be advantageous to candidates who apply to the IEC for employment positions in future years.

Eligibility

- Interest in international and cross-cultural initiatives and their place within the student experience;
- Successful completion of a minimum of two terms of study at UTM;
- Enrolled as a UTM student in good academic standing for the duration the 2017-2018 academic year, with a regular presence on campus;
- Internet access for the duration of the opportunity;
- Participation in preparatory training for the opportunity;
- Strong oral and written communication skills;
- Strong time management and organizational skills;
- Ability to work independently and as a member of a team;
- Knowledge of the UTM campus and its resources.

For Co-Curricular Record (CCR) Recognition

- For this opportunity to be approved on the CCR, the following criteria are reviewed along with the total number of hours of time given. CCR Recognition is available in three levels, to reflect the commitment level given by the student;
  - Bronze: the below items, totaling 50 hours of time or less;
  - Silver: the below items, totalling 51 to 69 hours of time;
  - Gold: the below items, totalling 70 hours of time or more.
- Maintain regular online communication with an assigned group of students;
- Available for: IEC Ambassador Online Training (Approx. 3 hours on April 3, 2017);
- Available for: Student Leader Training (Approx. 15 hours during August 21 to 25, 2017 through in person and online methods);
- Available for: Monthly team meetings and individual check-in meetings with IEC Outreach Assistant (Sept, Oct, Nov, Jan, Feb, Mar);
- Attendance with new students at one event per semester.
ROLE SUMMARY:
IEC Peer Ambassadors are a group of upper year students, covering a mix of domestic and international experiences, who welcome and engage with groups of first-year international students. IEC Peer Ambassadors act as a resource to assist and support international students in their transition into UTM, Mississauga, and Canada. IEC Peer Ambassadors will reach out to incoming international students before they arrive on-campus and remain connected to students over the academic year through a variety of events and initiatives that build a sense of community and connectedness, and support a sense of belonging. IEC Peer Ambassadors are involved with:

- Connecting online with incoming new UTM international students prior to their arrival on campus (during the summer months);
- Providing an in-person welcome to international students upon their arrival to UTM (for example, during Orientation activities);
- Acting as a point of contact for students involved in IEC initiatives by providing connections to on-campus and off-campus resources;
- Maintaining regular contact with a group of international students to share information about events, services, and resources on campus with templates supplied by the IEC;
- Communicating with students and team in a timely manner;
- Following university policies to answer questions and inform students;
- Referring students to relevant resources and campus services;
- Monitoring UofT email account on a regular basis for role-related emails;
- Being respectful and professional, and demonstrating appropriate campus behaviour;
- Additional engagement opportunities as they interest the IEC Peer Ambassador.

CONTACT INFORMATION:
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