



**Title: International iMentor (LSUIM)**

**Responsibilities: iMentor's duties include, but are not limited to the following:**

- Oversee and manage 1-3 iMentees in an iMentor Family Group
- Provide guidance to iMentees to ensure that they have an enriching mentoring experience
- Assist the iMentor Coordinator with opening and closing activities for LSUIM
- Secure and maintain all contracts iMentees.
- Plan and promote all interactions or events with iMentor Coordinator
- Oversee and report any International Family Group conflict
- Write personal reports (service hours, team reports for International iMentor Family Group, and your group's progress)
- Assist the OISS and iMentor Coordinator in brainstorming strategies for a successful LSUIM Program
- Plan family group activities
- Contribute to program evaluations (satisfaction surveys, before and after interviews of LSUIM)
- Meet with the iMentor Coordinator one-on-one or in a group in monthly or quarterly for check-in sessions (reflections, best practices, assistance with iMentor family activities, outline/overview of iMentor action plan)
- Update social media sites with activities you have planned with your international family group and pictures, updates of activities
- Meet with OISS quarterly (TBD) to discuss reports, issues, activities, budget, additional training, tracking of iMentors' action plans, and plan completion.
- Yearly commitment (approximately 40 hours before fall quarter begins for training, leadership off-campus retreat on **September 11-13, 2016**, orientation, and activities & approximately 2-4 hours bi-monthly depending on iMentor family events, meetings with iMentor Coordinator, OISS, training, etc.

iMentors must have strong communication and organizational skills. iMentors must be self-starters who work well both independently and as part of a team. iMentors must be fair, international-student-friendly, problem solvers, and hardworking. International experience preferred.

**Compensation:**

Leadership Scholarships between \$200-400 quarterly (including summer 2026)  
Letter of Reference