

International Student Support
Peer Assistant Position Description

Administrative Supervisor and Site Lead: John Ginsburg

Other Key Staff: Michelle Baker; Kathryn Long

Peer Assistant Position Description

The International Student Support Peer Assistant works in the Student Life and Leadership department. This person helps international students adjust to CCC, connects them with various campus resources, and helps them to get engaged in campus life. Much of the work will be with international students at the College level, but will also include students in the ESL (English as a Second Language) and PIE (Program for Intensive English) programs.

Responsibilities

- Assist with International Student Orientation
- Demonstrate to students how to use MyClackamas, Moodle, and other online systems
- Assist with planning and implementation of international student programs and promoting the international student experience
- Serve as a resource for international students; be familiar with common questions asked; refer to appropriate campus department(s) as necessary
- Give campus tours; be familiar with off-campus resources (shopping, dining, etc.)
- Assist Multicultural Center and other areas overseen by Student Life and Leadership
- Work on special departmental projects

Learning Outcomes

- In-person communication skills
- Phone communication skills
- Cultural Competency
- Problem-solving, autonomy, self-confidence and empowerment
- Organizational abilities
- Time management, importance of on-time attendance and meeting deadlines
- Accuracy, accountability and job familiarity
- Overall College awareness and orientation
- Operations of a professional department
- Appreciation of difference and diversity

Qualifications specific to this position

- Friendly and outgoing; able to interact with many different people throughout the day
- Written and verbal communication skills
- Ability to handle ambiguity and be flexible with changing environment and needs
- Ability to think on one's feet and not get flustered
- Basic College awareness and eagerness/ability to learn
- Ability to work with people from different cultures, especially with regard to communication (both understanding and being understood); demonstrate cultural sensitivity