



University Housing Intercultural Aide

Job Description

The **Intercultural Aide Program** is designed to build a comfortable and inclusive space for international students in the residence hall by providing initial support and ongoing programmatic efforts for international students.

This position will have two divisions of responsibilities.

1. The first part is to help develop a comprehensive greeting program for international students. This includes helping create items/welcome kits for incoming students, greeting international students as they arrive, disseminating information/providing support for international students in the crucial first weeks, connecting students to the university orientation efforts, and creating some programmatic efforts for their entertainment/acclimation in the first several days on campus.
2. The second part is an on-going programmatic responsibility for all on campus international students. Each team of Intercultural Aides will lead one large-scale program while coordinating the support of all the other programs together. These programs intend to acclimatize our international residents and encourage relationships between international and domestic students. These programs would also help develop a connection to domestic students, and build a space for traditional American students to immerse and learn about other cultures.

Program Specifics

- Report to Residential International Student Coordinator.
- Intercultural Aides are each paid a stipend of \$1000 per semester.
- Time commitment: Up to 6.5 hours on average per week, with a larger time commitment during the training and welcome weeks.
 - Bi-weekly meetings: 1-1.5 hours



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- Monthly large-scale programs: 2 hours (includes at least one major program from the group during each break period-Thanksgiving, Winter, Spring)
- Other Duties up to 3.5 hours including:
 - Extra meetings with individual students/calling time to follow up.
 - Monthly individual meetings with Residential International Student Coordinator to improve performance/ongoing training (0.5-1 hour)

Job Requirements

- Must be current UNL student.
- Must be living on campus while holding the Intercultural Aide position.
- Must have a GPA of 2.5.
- Must be an international student or have study abroad experience.

Job Responsibilities

A. Welcome/Acclimation

- Contacting students before their arrival, providing –
 - Important dates (orientation/placement tests)
 - Checklist for the residence halls (listing what's available & needed in rooms)
 - Answer questions students have prior their arrival (via email and social media platforms)
- Greeting students when they first arrive at their residence halls, informing –
 - Locations of various amenities – RA rooms, laundry rooms, convenient stores (hours), TV lounges, dining halls (hours)
 - What's available at the front desk – temporary linens, 1-hour laptop checkouts
 - Places to get daily needs (restaurants downtown, ethnic stores, supermarket)
 - Transportation information (bus routes, zip cars)
 - Location and information regarding University Orientation.
 - Provide a checklist for doing "orientation" typed programs and getting ready for the new school year for new international students
 - Be available to answer questions



B. Programmatic Efforts

- Intercultural Aides will be assigned into teams of two. Each team should organize at least one large-scale program and a small activity for all international students living on campus. Every month, Intercultural Aides will need to help with events and activities by other IA teams. The planning and implementation process could potentially include the new international students to allow them a chance to be involved.
- The programs will be progressive in nature in a way that at the beginning they will be based on skills needed and social opportunities, and will work towards integration and working with domestic students.
- Programs meeting academic needs of first-year students.
- Visit on-campus resources, such as libraries, writing center, academic resource centers, etc.
- Programs introducing American culture
- Football games, other sports events, farm tours. Etc.
- Programs with different cultural themes.
- Programs providing guidance to issues such as culture shock, understanding the system of education, how to befriend an American etc.
- Service learning opportunities for students.