

Job Description

Position: International Peer Mentor

Reporting to: International Officer

Purpose of Position:

As a mentor of international students at National College of Ireland, your role is to promote the College and support the integration of students into life at NCI and Dublin in a helpful and friendly manner. You will share your valuable knowledge and experience of being a student at NCI with new international students and prospective students. You will assist the International Office staff to deliver the NCI International Welcome Programme, assist with the organization of events in college, accompany international students on excursions and encourage students to fully avail of the experience that Dublin offers. You will assist the NCI Regional Managers by engaging with applicants on student life at NCI using the NCI Unibuddy platform and assist at education fairs. You will be required to report on your activities and ongoing engagement with students.

Key Relationships:

- International Officer
- International Coordinator
- International Support
- Digital Marketing Intern
- International Students
- Director – International Development
- International Regional Managers
- Student Services
- Student Support/Learning & Teaching
- Students Union

Key Responsibilities:

General:

- To act as student mentor to International students
- You will need to be flexible and available to work additional hours at busy times like orientation period, but you will not be expected to work more than 20 hours per month in a normal month

Applicant Engagement

- Responding to applicant queries regarding NCI using the NCI Unibuddy platform.
- Attending education fairs with NCI Regional Managers either online or in person to share your personal student experience at NCI and living in Ireland.

Welcome Programme:

- Assist the International Office in the lead up to and during the delivery of the Welcome Programme in September and January each year as required
- Deliver Welcome Meetings, Campus and City Tours to new students during September and January Welcome Programme each year
- Lead activities/events as planned by the International office and outlined in Welcome Programme

Activities/Events:

- Support the organization of celebration of international festivals at NCI such as Diwali, Chinese New Year, Christmas etc. with international students
- Support the development, organization and delivery of regular activities for international students throughout the academic year
- Actively generate interest in International Office events among the student body to encourage student participation
- Attend regular meetings with other peer mentors and the International Office staff, to evaluate past events and plan future activities

Admin:

- Respond to common general questions that international students will have about NCI, its support services, Dublin, Ireland etc.
- Make regular contact with international students through attendance at planned activities
- Support of International Society and attendance at its events
- Keep accurate records of the contact with students and report to the International Office team
- Advise the International Office staff of any concerns you may have about international student welfare

Social Media:

- Together with the International Office team, contribute to and maintain the International Office's social media presence.
- Create informative blog content to be published on NCI International Webpage

Key Skills, Experience & Qualifications Required:

- Past active participation in a wide range of activities/events in NCI and Dublin
- Strong understanding of the NCI support services, clubs/societies, activities available and the nearby Dublin area is essential
- Personal attributes: 'Can-do' attitude, enthusiasm, openness, resourcefulness, confidence, willingness to help, commitment to positive development of services provided by International Office

- Ability to relate to, empathize and successfully communicate with students of diverse cultural backgrounds
- Ability to listen, articulate/summarize issues and trouble shoot
- High level of discretion is key to this role
- Organizational, administrative and IT skills
- Communication skills in English (written and oral)
- Strong academic & attendance record within the college
- Desirable: Speaking another language in addition to English

Pay rate: €13.50 per hour (approx. 20hrs per month)

Annual Leave: Pro rata

Duration of contract: Approx. 1 year

The successful applicant may be subject to Garda Vetting and must not have any convictions under the Sex Offenders Act 2001.

Note:

The functions and responsibilities assigned to the International Peer Mentors are based on the current stated role and objectives of the College. These functions and responsibilities may alter in line with any change in the role and objectives of NCI.

Equal Opportunities Policy:

National College of Ireland is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the traveller community

