

# Juilliard

## International Student Ambassador (IA)

### **General Description**

An International Student Ambassador (IA) is a student that is committed to international programs and awareness, distributing knowledge about one's own culture, and welcoming new international students and families to Juilliard. You will be working closely with international students; new and returning, other student leaders, as well as the members of the Office of International Advisement (OIA). This position reports directly to the Associate Director of International Advisement.

### **Primary Responsibilities**

#### **International Liaison**

- Contacting and keeping an open dialogue with incoming international Juilliard students before their arrival to the US. (This process will start August 1st).
- Answering incoming students' questions on anything related to the cultural landscape of Juilliard and the New York City area.
- Attending IA orientation in early May.
- Assisting with new international student move-in.
- Assisting with planning of the International Student Orientation (ISO) and all events associated with the ISO and the New Student Orientation.
- Welcoming new international students and families during the Fall ISO.

#### **Collaborate with the Office of International Advisement**

- Planning international student or globally themed events (1 in fall semester, 1 in spring semester).
- Meet with OIA supervisor monthly to discuss program planning, professional development, and international community needs.
- Assisting OIA with organizing, planning, and marketing on-campus international education events, such as International Education Week and Around the World (3<sup>rd</sup> week of November).
- Submit time sheets and receipts for reimbursements in a timely manner.
- Perform other duties and projects as developed and assigned.

#### **The benefits of being an IA**

The benefit of being an International Student Ambassador is the feeling you will receive by helping fellow international students feel at home, in their new home. This will be a great opportunity for you to develop your leadership skills and, widen your network by connecting with students on a deeper level both professionally and personally. As a result, this position may open opportunities for you in the future back at home or in the United States.

#### **Housing**

Early move in the week of ISO with meals provided for IAs residing in the Residence Hall.

**Qualifications**

- Must be an international student or a domestic student with intense knowledge of international relations, lived or studied internationally.
- Must be a 3<sup>rd</sup>-year student or returning Master's student.
- Must be available for work on the following 2023 dates:
  - Thursday, August 17<sup>th</sup>: International Ambassador Training
  - Friday, August 18<sup>th</sup>: International Residential Student Move-in
  - Saturday, August 19<sup>th</sup>: International Student Orientation
- Access to email and ZOOM during the summer months is required.
- Experience living on campus or within the immediate area during the school year is preferred.

**Time Commitment**

- IA's are hired for the full academic year starting August 1<sup>st</sup> until Mid-May of the following year.
- Up to 2-3 hours per week from September 2023-May 2024 depending on individual programming.
- Students must commit 5 -10 hours a week during August for International Move-In, International Student Orientation, and communicating with assigned International Student

**Remuneration**

- \$15 per hour.
- Meals during training.
- Development of leadership and facilitation skills.