

UT Guide Position Description *(6 positions available)*

UT Guides serve the University of Tennessee by helping to welcome and transition international students during their first semester at UT. They serve as peer advisors and resources, as well as friends, for program participants. These programs include: Passport to UT (orientation), International Retreat, and Engagement Activities. A UT Guide must have an interest in meeting and assisting international students, desire to learn more about cultures, and commitment to creating a welcoming environment for international students.

QUALIFICATIONS:

- Be a U.S. citizen or permanent resident (due to the nature of this position, only U.S. citizens or permanent residents will qualify)
- Current full-time UT undergraduate student (including those currently studying abroad) with at least one academic year of study remaining
- Must have successfully completed at least 12 credit hours at UT prior to the start of the spring application process
- Must be in good standing with the university and have no record of disciplinary action
- Exhibit the following attributes/skills: reliable, responsible, strong communication and interpersonal skills, takes initiative, problems solver, positive attitude
- Have a desire to interact with people of different cultures and varying levels of English proficiency

ROLE DESCRIPTION:

Passport to UT (orientation) – August 14-22

- Assist with the adjustment of new international students' life at the University of Tennessee, in Knoxville, and in the United States
- Assist with airport pick-ups and transportation of students to campus
- Accompany students on Knoxville trips and assist with logistics of student check-in
- Assist in facilitating events during Passport to UT week (mixers, tours, sessions, etc.)
- Accompany students to Welcome Week events

International Retreat – August 26-27

- Attend entire retreat and lead small group discussions and activities
- Lead team of international students and actively participate in all activities
- Assist in ensuring international students follow camp guidelines
- Report any emergency situation to International House staff

Engagement Activities – Fall Semester

- As a team, plan 2-3 Engagement Activities per month to engage and connect new international students with the campus and Knoxville
- Serve as a resource for international students on US culture and university life
- Meet with International House Coordinator twice during the semester
- Provide feedback to help in further develop the UT Guide

TIME COMMITMENTS:

- Summer Training – online modules completed between June 1-July 31
- Fall Training – August 14
- Passport to UT (orientation) – August 14-22
- International Retreat – August 26-27
- Fall Semester – various events planned by UT Guides

BENEFITS:

- Develop competency in intercultural leadership skills and increase marketability in career field
- Build close relationships with new international students and learn about diverse cultures
- Letter of recommendation upon request from International House staff
- \$300 stipend given in December upon successful completion of responsibilities

Deadline to apply for UT Guide is Sunday, April 16, 2017. For questions, email Lauren Jacobs at laurenjacobs@utk.edu or call 865-974-4453.