International Orientation Ambassador Position Description

**Job Title:** International Orientation Ambassador (IOA)

**Department:** The Office of International Student Services

**Reports To:** International Education Specialist
Office of International Student Services (OISS)

**Basic Job Function and Responsibility:**
The International Ambassador will assist the International Student Advisor during the International Student Orientation each semester. Each Ambassador will be responsible for assisting international students with academic, social and cultural life adjustments at the University of Toledo. This may include but is not limited to: registration, housing, educating participants on available campus resources, serving as a role model for incoming students; acquainting new international students with academic opportunities and procedures, and with campus services, activities, and facilities; participating in preparation for the orientation program – stuff folders, set up facilities, check in families, escort families to sessions, answer questions, and perform other duties as assigned.

**Qualifications:**
Enrolled full-time as an Undergraduate or Graduate level student at the University of Toledo.
Must possess excellent communication skills
Extensive knowledge of the University of Toledo
Strong public speaking skills
Interested in working with students from around the world
Must attend all training and development activities

**Preferred Qualifications:**
Experience working in a team setting
Experience in customer service
Experience working with Non-U.S. Citizens
Some foreign language skills

**International Orientation Ambassador (IOA) Benefits:**
Meet new students and scholars from all over the world
Gain leadership skills and experience
Learn about other countries and cultures
Earn letters of recommendation
Share your knowledge of UT and the surrounding community
Most importantly- make a difference while have fun!!!