International Student Orientation Committee (ISOC)  
Job Description, Responsibilities, and Qualifications

Job Description

Loyola University Maryland has the privilege of hosting between 10-20 exchange students per semester from our partner institutions in Europe, Asia, and South America. In addition, we welcome an additional 10-20 full-degree seeking students. The International Student Orientation Committee (ISOC) was formed to assist our office with welcoming the new international and exchange students to Loyola. Being a part of the (ISOC) team is a fun and rewarding way to become involved with the international student community at Loyola. In addition, it is an excellent opportunity to further extend your international experience. We are currently recruiting students from the class of 2018 to work with the incoming international exchange students for the Fall 2017 – Spring 2018 semesters. The ISOC team helps to welcome our international and exchange students to Loyola, and assists in ensuring the orientation program runs as smoothly and efficiently as possible. In addition, this group helps to welcome the new students to Loyola and the U.S. An important aspect of being a committee member is to become a point of contact for the students. After the orientation period is over, maintain contact with the students throughout the semester, you will continue in your role during trips, shopping shuttles, and welcome and farewell receptions.

Required Training and Participation

All Members of the ISOC team MUST be present on campus for the week of Friday, August 25 through Sunday, September 3 for training and International Student Orientation programs for the fall semester. You will be required to move-in on Thursday, August 24. (All dates and times are subject to change).

In addition, each member of the ISOC team will be required to be on campus and participate the entire week of Monday, January 8, 2018 – Sunday, January 14, 2018 for spring ISOC training and International Student Orientation programs for the spring semester. (All dates and times are subject to change).

Responsibilities

Under the guidance and supervision of the Office of International Student Services:

- Attend a required four-day training session to be held Friday, August 25 – Monday, August 28, 2017 (as well as January 8, 2018 and January 9, 2018 for spring orientation) from 9am – 9pm (meals included). (All dates and times are subject to change).
- Participate in all activities related to International Student Orientation from Sunday, August 27, 2017 through Sunday, September 3, 2017 (as well as Wednesday, January 10, 2018 through Sunday, January 14, 2018), including some evening events. (All dates and times are subject to change).
- Pick-up and greet arriving international students on Tuesday, August 29, 2017 at BWI airport and BAL train station with Loyola 8-passenger vans (as well as January 10, 2018 for spring orientation). (All dates and times are subject to change).
- Assist international students with integration into campus life and adjusting to life in the U.S.
- Participate (drive, assist with, and/or co-lead) at least two OISS student day-trips during each semester.
- Assist with driving for bi-weekly shopping shuttles throughout the academic year.
- Help make social connections between international students and other Loyola students
- Be available to international and exchange students on an informal basis to answer questions throughout the academic year.
- Participate in weekly ISOC team meetings (1 hour) throughout each semester.
- Keep in regular contact with the Director of the Office of International Student Services.
Requirements for Consideration

- Must have studied abroad, lived overseas, or have another connection to “things international”
- Possess valid driver’s license
- **Must be able and willing to drive students in an 8-passenger van** (required of each ISOC member)
- Must be at least junior standing at Loyola
- Cannot be on academic or disciplinary probation
- Must show evidence of leadership skills
- Cannot be employed as an Evergreen, R.A., OAE leader, or CCSJ Service Coordinator (due to scheduling conflicts)
- Must submit an application no later than **12 noon on Friday, May 5, 2017** to Ms. Sunanda Bhatia at oiss@loyola.edu

An in-person or Skype interview for selected candidates (in-person interviews will be conducted when possible).

Benefits of the Position

- The chance to develop friendships with students from all over the world: Chile, Spain, Japan, France, The Netherlands, Singapore, Australia, Greece, and Argentina.
- Expand upon your international experience
- Leadership training and experience
- Great résumé builder
- Early move-in to campus housing
- Fun trips and activities
- Free meals on campus and around Baltimore
- Personal and professional development
- Opportunity to explore Baltimore, Washington, and surrounding areas on OISS Student Day Trips.
- Cross-cultural immersion