**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 international 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 2019 to work with the incoming international and exchange students for the Fall 2018- Spring 2019 semesters. The ISOC team helps to welcome our international and exchange students to Loyola and the U.S., and assists in ensuring the International Orientation program runs as smoothly and efficiently as possible. After the New International Student Orientation is over, ISOCs maintain contact with the students throughout the semester. You will continue your role throughout the semester/academic year during off-campus trips, conducting shopping shuttles for students to buy groceries, and attending welcome and farewell receptions for the international students. As an ISOC, you will serve as a peer mentor, as well as a wonderful resource and source of contact, to the students.

**Required Training and Participation**
All members of the ISOC team MUST be present on campus for the week of Thursday, August 23rd through Sunday, September 2 for training and International Student Orientation programs for the fall semester.

You will be required to move-in on Thursday, August 23rd between the hours of 10:00am through 4:00pm. (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 Sunday, January 6, 2019 through Sunday, January 13, 2019 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 the required training, to be held Thursday, August 23, 2018 – Monday, August 27, 2018 (as well as January 6, 2019 – January 8, 2019 for spring orientation) from 9am – 9pm (most meals included). (*All dates and times are subject to change*).
- Participate in all activities related to International Student Orientation from Tuesday, August 28, 2018 through Sunday, September 2, 2018 (as well as Wednesday, January 9, 2019 through Sunday, January 13, 2019), including some evening events. (All dates and times are subject to change).
- Pick-up and greet arriving international students at BWI airport and BAL train station with Loyola 8-passenger vans.
- 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 three 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 Friday, July 13th by 5:00 PM to oiss@loyola.edu

Benefits of the Position

• The chance to develop friendships with students from all over the world, including Chile, Spain, Japan, France, Singapore, The Netherlands, 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

Questions?

Email questions to Ms. Bhatia at oiss@loyola.edu or skbhatia@loyola.edu, or call the Office of International Student Services at 1-410-617-5245. You may also visit OISS in Humanities, Suite 141.

Visit our website for additional information: http://www.loyola.edu/department/international-student-services/get-involved/student-orientation-committee