

## SMALL GROUP LEADER DESCRIPTION & APPLICATION –Fall 2008

<b>General Position Description</b>	There could be approximately 500-800 new international students arriving in August 2008. Beforehand, they will be placed in “small groups” of 20-30 students, and the groups will be led by 2 co-leaders per team, ideally one American and one international. New students will be assigned to their groups when they are admitted to the university.
<b>Purposes of Small Groups</b>	<ol style="list-style-type: none"><li>1) Provide a more “personalized” orientation experience</li><li>2) Provide 2 key contacts who can answer questions via email prior to arrival in US</li><li>3) Connect new students with each other and the community, including other Americans</li></ol>
<b>Application Process</b>	There is a one-page application you must complete to be considered as a small group leader. You will also be asked to “interview” with the Programs Coordinator.
<b>Contact</b>	The Programs Coordinator is the primary OIS staff contact for Small Group Leaders, 515-2961.
<b>Time Commitment</b>	Now until end of Fall 2008 semester; approximately 20 hours total (depending on the number of emails you receive, etc.). <i>August 11-15 is especially critical, and it is recommended you be available to assist with new student check-in during this time. Orientation Day is Friday, August 15.</i> You must be available all day (8am-5pm) for orientation.

**Job Description:  
Responsibilities &  
Expectations**

- Begin corresponding with your group members via email as soon as you receive their names and maintain contact- letting them know who you are and that you're available to answer questions they may have or refer them to resources. NOTE: *Maintaining this email contact is critical to your position as small group leader. If you are unable to undertake this responsibility, it is not possible for you to serve as a small group leader.*
- Maintain regular contact with your co-leader and work cooperatively together.
- Respond promptly to group members' email inquiries, as well as OIS staff emails to small group leaders.
- Participate in Orientation Day (August 15) with your small group, leading small group meetings that day and Welcome Party (date to be determined) with your small group.
- Attend all small group leader meetings and trainings throughout the spring/fall (one meeting in April and one meeting on August 12).
- Follow-up regularly with small group members
- Respect all cultures, religions, values, beliefs represented among your small group members (please refrain from discussing religion or politics).
- Do not promote/sell/advertise/publicize any product or other organization to group members at any time while serving as a small group leader (unless permission is granted from OIS).

Office of International Services ♦ 320 Daniels Hall, Campus Box 7222 ♦ Phone: 515-2961 ♦ Email: [pam\\_cook@ncsu.edu](mailto:pam_cook@ncsu.edu)

**New International Student Orientation  
SMALL GROUP LEADER APPLICATION**

Full Name \_\_\_\_\_ Circle: Male Female

Email \_\_\_\_\_ T-shirt size \_\_\_\_\_

Spring 2008/Fall 2008: Day phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Will you be in Raleigh over the summer?  Yes  No

1. If not, will you have access to email? \_\_\_\_\_
2. If not, what is your approximate return date to Raleigh? \_\_\_\_\_

Current Correspondence address \_\_\_\_\_  
(Street/Apartment #)

\_\_\_\_\_  
(City, Zip Code)

Will your current address change in Fall 2008?  Yes  No  
(Be sure to update any address/phone/email changes with OIS)

Native Country \_\_\_\_\_ Major or occupation? \_\_\_\_\_  
If you are a student, your graduation/leave date: \_\_\_\_\_  
Are you an Undergraduate or Graduate student? (circle)

*Please answer the following questions briefly.*

1. What do you think are the key needs of new international students?

2. How can you help new students connect with each other and Americans?
3. What experiences, skills, etc. do you have that will make you a good small group leader?
4. How did you hear about this opportunity to be a small group leader: \_\_\_\_\_

**Please read and sign:** *I have read the job description and understand the expectations/responsibilities of being a small group leader including attending meetings/trainings and maintaining regular email contact with my co-leader, my group members and the OIS staff beginning now through spring 2008. I commit to fulfilling those expectations/responsibilities.*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Times that are best for me to meet/attend trainings this semester:

\_\_\_\_\_

(please list several possibilities i.e. days of week and morning or afternoon, etc.)