

Portland Community College
**International
Student
Services**

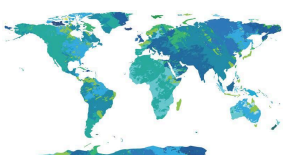
International Orientation Mentor Position Information 2025-2026

Job Description and Duties

OISS is hiring International Orientation Mentors (IOMs) for the 2025-2026 academic year. International Orientation Mentors work with the International Student Life and Orientation Team to prepare and facilitate International Student Orientation Week each term and connect new international students to resources at PCC. IOM positions offer great leadership, team building, and peer mentorship experience. The aspects of the job include, but are not limited to; training, preparing for orientation, facilitating discussion groups during orientation, helping students transition to PCC, reaching out to students during their first term, offering mentorship, and working with the International Student Life and Orientation Team.

International Orientation Mentors will:

- Collaborate with International Student Life and Orientation Team to prepare for and facilitate International Student Orientation Week each term
- Participate in training during the summer term and refresher trainings before Orientation Week each term
- Work all days of Orientation Week when not in class (during finals week)
- Contact assigned students in the weeks leading up to and following Orientation Week to answer questions, welcome students, help connect students to resources, etc.
- Assist the International Student Life and Orientation Team to prepare for and facilitate on and off-campus activities and events when requested throughout the year (International Education Week, International Festival, etc.)
- Represent the International Student Life Team at activities and events when requested
- Be aware of and able to connect students to PCC resources
- Learn and apply basic social justice concepts to their work with international students (oppression, privilege, power, discrimination, racism/sexism/homophobia/xenophobia, etc)



Qualifications and Requirements

Applicants for the International Orientation position must be:

- A student at PCC in good standing
- Entering ESOL level 8 or higher by Fall 2025 term
- Able to maintain a 2.5 or higher cumulative GPA
- Flexible in their schedule to support the activities and needs of the team
- Experienced with and have an understanding of other cultures and intercultural situations (i.e. studying, living, volunteering, traveling, and/or working abroad, learning another language, diversity training, etc.)
- Able to demonstrate a strong desire to help international students
- Willing to work during some early morning, evening, and weekend hours and participate in training and orientations when school is not in session
- Familiar with PCC policies and campuses, or willingness to learn them
- Willing to travel to other campuses or off campus for some events or meetings (once PCC is operating in person again)
- Personable, friendly, energetic, creative, and enjoy working with people
- Able to work well with others as part of a team
- Flexible, professional, responsible, dependable, and have a good work ethic
- Mature and exercise good judgment in all situations

Wages

IOMs will earn at least \$15.95 per hour before taxes.

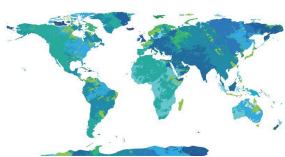
Hours

IOMs will participate in 1 week (up to 40 hours) of training in August/September, and up to 20 hours the week before Orientation Week and during International Student Orientation Week each term (see training and other required dates below). Other work opportunities will be available as needed for activities, events, and projects throughout the year. During International Student Orientation Week, starting times may be as early as 8 AM and hours may extend until 6 PM some evenings.

Please note - *this job CANNOT be done in addition to another student leader position*. This means if you apply for an IOM position and another role and are offered both, you will need to pick one to accept.

Locations

Both in-person and remote work will be required throughout the academic year. IOMs are required to be present at all trainings, at all International Student Orientation Week sessions, and at some off-campus locations for activities and events. Some travel between campuses is



required. IOMs must be willing to travel to each location as necessary. Mileage between IOM's home campus and other work locations (if driven in a personal vehicle) will be reimbursed.

Training and Other Required Dates

Please note – the following dates are **mandatory for International Orientation Mentors to attend**. Other dates may be added with notice:

March 31	Applications available online LINK (https://bit.ly/iom2025))
May 4	APPLICATIONS DUE BY 5 PM
May 8	Selected applicants will be contacted to schedule an interview
May 14-16	Interviews will be held
May 19	Selected IOMs and IPLs will be notified
May 27	Selected IOMs and IPLs must confirm position via email
August 24	Selected IOMS must apply for Social Security card (if they don't already have one)
August 25 - 29	International Student Leader Training (IOMs & IPLs)
September 2-5	Prep for Fall International Student Orientation Week
September 8-12	Fall International Student Orientation Week
December 1-5	Training & prep for Winter International Student Orientation Week
December 8-12	Winter International Student Orientation Week
March 9-13, 2026	Training & prep for Spring International Student Orientation Week
March 16-20, 2026	Spring International Student Orientation Week
June 1-5, 2026	Training & prep for Summer International Student Orientation Week
June 8-12, 2026	Summer International Student Orientation Week

Email oiss.studentlife@pcc.edu with any questions! Happy applying!

