

**Attention College-Level F-1 Students at Bellevue College: the Office of International Education is currently accepting applications for 7 (7) Global Leaders to work in the Office of International Education**

Department:	Office of International Education & Global Initiatives (OIE)
Position:	Global Leader (Student Assistant position)
Anticipated Starting Date:	July 2019 or as soon as positions are filled
Anticipated Weekly Hours:	Up to 12 hours per week during orientation times
Hourly Rate:	\$12.00
To Apply:	<p>Please <b>submit a complete Global Leader Application (last page of this document) and your resume</b> to the OIE office <b><u>no later than May 31<sup>st</sup> at 5pm.</u></b></p> <p>There are two ways to submit your application:</p> <ol style="list-style-type: none"> <li>1. Complete application (with resume) and email to <a href="mailto:eva.juarez@bellevuecollege.edu">eva.juarez@bellevuecollege.edu</a> (Int'l Student Engagement Specialist!)</li> <li>2. Complete application (with resume) and drop off at OIE (B144)</li> </ol>

**Purpose of Global Leaders Program:**

- Connect trained Ambassadors with incoming students before and after arrival to help facilitate a smoother transition into a new living and learning environment at BC
- Research, prepare, and deliver the “global leader” session during the quarterly new international student orientation
- Improve communication between international students and OIE for better understanding of both parties to help minimize the service gap
- Broaden the diversity of international student involvement and seek to interest all students to be involved
- Lead in planning, promoting, and organizing a long term community volunteer activity
- Enhance international students overall experiences at BC

**General Global Leaders Employment Period:**

- Year-around from Fall orientation until the end of Spring of the following year.
- Up to two Global Leaders from Previous year may be selected to lead the next year’s cohort as Senior Global Leaders  
– This will increase the passing on of knowledge and offer higher level leadership for select students

**Minimum Qualifications:**

A qualifying student must:

- Submit a completed Global Leader Application (below) expressing your qualifications, along with a copy of your resume
- Have attended the college level program at BC for at least one quarter
- Currently hold a 3.0 GPA on a BC I-20 and be in good immigration status
- Must be a continuing college student through at least the end of Spring Quarter 2019
- **Must be available for training during Summer Quarter and also to attend Fall Quarter New Student Orientation (and other orientations in 2018 and 2019)**
- Provide a written statement committing to fulfillment of the one-year Global Leader requirement
- Possess strong speaking and writing skills in English
- Have the ability to engage in a patient and respectful manner with a diverse student population
- Demonstrate resourcefulness and familiarity with the greater Seattle-area and BC Community

**Desired Qualifications:**

- Strong computer skills such as MS Office, desktop publishing, social media, and video recording/editing
- Proven record of active involvement in activities and events at BC or other schools

- Multiple language fluency especially in Arabic, Chinese, Korean, Japanese, Vietnamese, French, and Russian.

**Restrictions/Disclaimers:**

- Each Global Leader is responsible for keeping a log of weekly hours to comply with the immigration regulations and submitting log and time sheet to Eva Juarez for approval prior to being paid
- Assignments for Ambassadors will vary: Volunteering on campus (quarterly new student check-in, orientation, campus tours to guests, visiting families or agents, etc.), Assistantships in OIE, Community assistance, or OIE Activities.
- If a Global Leader does not attend Orientation without prior permission to be absent, or if they do not fulfill other aspects of their job, they may be terminated from employment and a new Global Leader may be hired.

Approximate hours for work and training:	<b>64 hrs/qtr</b>
1. Presenting/Outreach	<b>16 hours</b>
2. Plan and present the Ambassador session at quarterly orientation	<b>14 hours</b>
3. Plan, promote, and facilitate quarterly community volunteer activity	<b>8 hours</b>
4. Select event(s) per quarter to plan, promote and facilitate	<b>10 hours</b>
5. OIE Office Support in one area per quarter (2 hours/wk x 11 weeks)	<b>22 hours</b>

**Quarterly Renewal Requirements:**

Selected OIE Ambassadors must:

- Maintain a 3.0 GPA and be in good immigration status
- Carryout previous quarter’s job responsibilities
- Participate in required training and/or meetings
- Identify and engage in at least one training/workshop/book/activity for personal enrichment purpose during the “non-work” time

Hiring Timelines:

- Position posted: May 13<sup>th</sup>
- Applications deadline: May 31<sup>st</sup> at 5pm
- Application Review: June 3<sup>th</sup> – 4<sup>th</sup>
- Interviews for Global Leader positions: June 5<sup>th</sup> -7<sup>th</sup>
- Hiring of new Global Leaders: June 13<sup>th</sup>
- New Global Leaders start training in June 2019

# Global Leader Application – 2019 - 2020

(Employment in the Office of International Education)

Name:	Student ID#:
Home Country:	Gender:
Email:	Phone:
Native Language:	Other languages:
Major:	Graduation Date:

**Please complete these questions with thorough, well-written answers:**

1. Why do you want to be a Global Leader?
2. What skills do you possess that will make you an effective Global Leader?
3. What particular skill or talent do you think would be useful for the Global Leaders team?
4. What clubs and/or campus activities are you involved with and how much time do you spend with each per week?
5. Do you plan to be a student at Bellevue College for all of 2019 and 2020?
6. Please describe one way that you think you could have a positive impact on other international students.
7. Think of when you were a new student at Bellevue College. What do you recall and how can you use your experience to support other new students coming to Bellevue College from other countries?
8. What does it mean to be a mentor for other students who are also wanting to be successful academically and socially while at Bellevue College?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_