

## **Peer Mentor and Activities Coordinator, Bard English Summer Language Intensive (BESLI) 2018**

Bard English Summer Language Intensive (BESLI) is a 4-week intensive course for Smolny College students in academic English that stresses reading and writing. The goal of the program is to prepare Smolny students for enrollment in academic courses taught in English. While at Bard, BESLI students will take a specialized English language course, and participate in events with Language & Thinking students. It is important that BESLI students interact with Bard students both academically and socially in order to successfully learn the English language. Cultural excursions are also a large part of the BESLI program. The Institute for International Liberal Education (IILE) seeks 1-2 students to serve in a dual capacity as a Peer Mentor and Activities Coordinator, helping facilitate the program and provide educational and logistical support to the program and its participants.

### **Job Description**

A Peer Mentor and Activities Coordinator has the following responsibilities:

- Organize and participate in excursions and be comfortable using authority when required
- Collaborate with other students and departments to create a comfortable and friendly environment for BESLI students
- Facilitate cross-cultural communication through active engagement with students
- Foster English language development skills through regular tutoring sessions
- Live on campus and assist with after hours emergencies as needed
- Other duties include supporting international students participating in the Bard Summer Music Program (BSMP) on an as needed basis as assigned by the CCE's BSMP Program Coordinator
- Additional administrative duties as needed

Evening and weekend hours are required. In addition to the above responsibilities, Peer Mentors must be a Bard driver (or willing to become one before the start of the program), must be comfortable driving Bard vans on highways, and must have a clean driving record. We are looking for students who are well organized, detail-oriented, comfortable with Bard resources, friendly, outgoing, and willing and able to encourage students to engage with each other.

### **Dates**

Peer Mentor and Activities Coordinators must be available to begin work on Monday, July 2nd in order to help prepare for the start of the program. Students should anticipate working 15-20 hours per week during the month of July. The BESLI program begins August 2<sup>nd</sup> and ends on August 30<sup>th</sup>, 2018.

### **Compensation**

Each Peer Mentor and Activities Coordinator will receive a \$1,500 stipend in payment for his or her services during the BESLI program. In addition, they will receive accommodations in Bard dormitories and limited board for the duration of the 4-week program during the month of August. Prior to Thursday, August 2<sup>nd</sup>, Coordinators will be paid hourly at the standard student worker rate.

### **Application Requirements**

Please submit the following materials to [besli@bard.edu](mailto:besli@bard.edu):

- A cover letter illustrating your interest in the position and what skills and ideas you think you will bring as a peer mentor.
- A resume with two references

Applications should be received no later than **Thursday, March 15<sup>th</sup>, 2018**