

GEORGE FOX UNIVERSITY
Office of Spiritual and Intercultural Life
Job Description

Title: Mosaic Mentors Intern
Reports to: Director of Intercultural Life
Position Summary:

The Mosaic Mentors Intern is responsible for the coordination of the Mosaic Peer2Peer Mentor Program. Primary responsibilities include providing support for Mosaic Peer2Peer Mentors and coordinating activities that provide opportunities for freshmen Mosaic Scholars to connect with their mentors.

In addition to these core functions, the Mosaic Mentors Intern will work with students and staff to promote a campus environment that reflect the values of biblical reconciliation, justice and intercultural competency.

Essential Duties and Responsibilities:

1. Meet regularly with the Director of Intercultural Life and the Intercultural Life Staff.
2. Facilitate monthly all-mentor meetings for the purpose of on-going training, collaboration and group support.
3. Plan and coordinate monthly events for the purpose of cultivating relationships between mentors and scholars.
4. Participate in the recruitment and selection process for Mosaic Mentors.
5. Full participation in mandatory Intercultural Life events.
6. Provide administrative support to the SpIL Office.
7. Other duties as assigned by the Director of Intercultural Life.

Characteristics:

1. Committed relationship with Jesus Christ
2. Show signs of maturity and responsibility in action and decision-making
3. Desire to serve others
4. Show integrity in actions
5. Ability to work as a member of a team
6. Ability to relate to a diversity of personality types
7. Show initiative and follow-through
8. Good interpersonal and communication skills
9. Offer flexibility
10. Think critically and creatively

Qualifications:

1. An Intercultural Life Intern must understand and support the goals of a Christian liberal arts education.
2. An Intercultural Life Intern must have a cumulative 2.5 GPA and maintain a 2.5 minimum GPA.
3. An Intercultural Life Intern must be willing to commit one full year to the position.

Weekly Breakdown of Responsibilities (roughly 8-10 hours per week):

One-on-ones with the Director of Intercultural Life (every other week)	1 hour
Intercultural Life Staff Meetings (every other week)	1.5 hours
SpIL Office and Annex Hours	3 hours
Monthly all-mentor meeting	2 hours
Coordination and implementation of monthly events	2-3 hours

* Please note that these responsibilities are unique in that these hours a rough breakdown and that there may weeks that require flexibility in time commitments.