

Job Title: TruLeague Ambassador (International Student Volunteer)

Department: Office of Global Engagement

STATEMENT OF PURPOSE:

International Student Volunteers will connect virtually with prospective international students to share their experiences at Montclair State University and help them learn more about campus life, academics, and student involvement. Volunteers will engage through video calls and direct messaging via TruLeague. The ideal candidate would be knowledgeable about Montclair and comfortable sharing his/her experience both via video calls and through messaging. This is a remote position that will involve 1-5 hours per week of time commitment.

MAJOR DUTIES AND RESPONSIBILITIES:

- Conduct virtual video calls with prospective international students
- Respond to direct messages and questions in a timely manner
- Share personal insights about academics, campus life, housing, student organizations, and life in the U.S.
- Represent Montclair State University in a professional and positive manner
- Other related duties as assigned

POSITION REQUIREMENTS:

- Availability to volunteer 1–5 hours per week
- Commitment to volunteer for at least a semester
- Availability to engage with students across multiple time zones, including early mornings and/or late evenings
- Several available time slots per week for scheduled video calls
- Check messages at least once daily
- Respond to messages within 24 hours
- Availability for monthly “check-in” meetings with office staff

PREFERRED SKILLS:

- Experience in student organizations, leadership roles, or campus involvement
- Interest in global engagement or cross-cultural communication

INTERNATIONAL VOLUNTEER REQUIREMENTS:

- Outgoing, approachable, and comfortable speaking on video
- Strong communication and interpersonal skills
- Knowledgeable about Montclair State University and campus life
- Completed at least one semester at Montclair State University by the time of application
- Reliable and responsive

- Must not have open conduct cases; judicial records will be reviewed
- Be able to provide a welcoming and helpful atmosphere to a wide range of cultural and language backgrounds
- Demonstrate strong interpersonal and communication (written and verbal) skills
- Embody a professional attitude; have a willingness to lead, solve problems, be a team player

WHY VOLUNTEER?

Becoming an International Student Volunteer is a great way to share your Montclair experience while helping prospective students from around the world feel welcomed and informed. Through conversations and virtual meetings, you'll develop valuable communication, leadership, and cross-cultural skills while representing Montclair State University. This role is also a great résumé builder and an opportunity to expand your global perspective while making a meaningful impact on future Red Hawks. Finally, there may be some surprise perks for being involved (such as cool swag, pizza parties, and more!)

HOW TO APPLY

Students interested in volunteering as an International Student Ambassador should submit the following materials via email:

- **Resume**
- **Unofficial transcripts showing your current GPA**
- **A brief statement** (a few sentences) explaining why you are interested in the position and why you would be a good fit

Please email your materials to global@montclair.edu with the subject line *International Student Ambassador Application*.

In your email, please also include your availability for a brief Zoom interview with staff from the Office of Global Engagement at Montclair State University.

We look forward to hearing from you!