## Sample Campus Private Sponsor Group Structure and Roles

### Coordinator
- Ensure guidelines are followed, resettlement tasks are completed and program documentation is submitted
- Liaise with institutional leadership and relevant departments, e.g. financial aid
- Liaise with admissions office on student placement process
- Facilitate team meetings and communications and recruitment of new PSG members
- Coordinate completion and submission of important documents, such as:
  - Change of address form
  - Selective Service registration
  - 30- and 90-day reports
  - 6- and 12-month surveys

### Finance & Employment
- Coordinate with institutional leadership and relevant departments on tuition supports, etc.
- Facilitate and coordinate fundraising efforts with institutional leadership
- Oversee group funds disbursements
- Develop budget for the group
- Support student(s) in securing part-time employment or internships, if desired, including resume writing, interview tips, etc.
- Support student(s) in applying to federal financial aid, if applicable
- Create monthly budget with refugee student(s) and support building financial literacy

### Documentation & Healthcare
- Ensure refugee student(s) are enrolled in health and dental insurance
- Connect to healthcare providers
- Connect to mental healthcare resources as desired or needed
- Ensure refugee student(s) obtain critical documentation such as a Social Security card, employment authorization, and a state ID

### Welcoming & Local Orientation
- Meet refugee student(s) at the airport & transport them to housing
- Ensure orientation of refugee student(s) to the campus and surrounding community
- Ensure orientation of refugee student(s) to public transportation (bus, train, rideshare, etc.)
- Ensure orientation of refugee student(s) to campus rules, federal, state and local laws and acquaint them to personal and home safety
- Facilitate connections to student clubs, campus events, local ethnic community and/or if the refugee newcomers are of certain faith, facilitate connection to local mosque, church or temple, as desired
- Connect with refugee student(s) for regular check-ins on academic and overall integration

### Academic Supports
- Orient refugee student(s) to the American classroom
- Support students with class enrollments
- Connect refugee student(s) to an academic advisor and academic supports such as academic writing, computer literacy, career services, etc.
- Connect refugee student(s) to on-campus ESL classes or off-campus language learning opportunities

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*WelcomeCorps.org/Campus*