

International Student Support Centre Intern

Anticipated Start Date: August 21, 2023 (flexible)

Anticipated End Date: April 19, 2024

20 hours per week

Wage: \$20.00/hour

The International Student Support Centre (ISSC) Intern will work towards enhancing the profile of the Centre and its programming in the greater MRU community. This opportunity will provide valuable leadership and intercultural experience by contributing to the international community at MRU. It will also assist MRU International Education in providing the best services, support and social opportunities to all MRU students interested and engaged in internationalization.

Recognizing that peer engagement is a powerful resource, the International Student Support Centre Intern will strive to develop, support and promote student-led, peer-supported initiatives which are designed to give students the opportunity to be part of and contribute to the international community at MRU including but not limited to: full time international students, exchange students, English Language Program students, and domestic students seeking an international opportunity abroad or seeking Internationalization at Home (I@Home) experiences on campus. This position will work towards creating a strong institutional sense of internationalization and an inclusive culture that is appreciative of differences.

The International Student Support Centre Intern's responsibilities will vary depending on the priorities and needs of MRU International Education and may include:

- Providing administrative and programming support to the International Education Team as needed;
- Providing leadership to and coordination of the ISSC team (student leads and volunteers), as well as acting as a liaison between the ISSC student team and the International Education staff team;
- Promoting ISSC community growth and engagement;
- Developing and publishing digital and print communication and promotional materials including newsletters, bulletin boards, social media, posters, etc.;
- Creating and facilitating regular ongoing events, programming and supports in the ISSC to meet the needs of our various student groups and the objectives of the ISSC to be a vibrant, international hub for students on campus;
- Increasing student awareness of and engagement in International Education events/programming and the ISSC;
- Representing and promoting International Education at events on campus (including participating in New Student Orientation, hosting information booths and running the

- class visits program);
- Organizing and maintaining the physical space of the ISSC and resources within

Note: This position will not be dealing with immigration related inquiries.

Skills & Experience

- Globally focused outlook with a strong desire to build international competencies;
- Personal international experience is an asset;
- Familiarity with the support programs and services offered to students by International Education as well as other student supports and services on campus, and willingness to expand knowledge of related resources;
- Strong interpersonal, listening, and communication skills and experience working with new, multilingual students who may not be comfortable speaking the English language;
- Experience in marketing and promotions to a student audience using various mediums including print, online and website communications, and social media;
- Friendly, positive, energetic and professional;
- Strong work ethic and ability to work well both independently and as part of a team;
- Highly organized, able to multitask and manage multiple priorities;
- Ability to knowledgeably and professionally represent MRU and International Education;
- Ability to address student questions and concerns in a timely manner and determine when to make referrals to International Education;
- Strong communication, problem solving, organizational and delegation skills

Hours & Schedule of Work

The ISSC Intern will work 20 hours per week.

With consideration to the intern's course schedule, it is expected that the majority of these hours will normally be completed during the opening hours of the ISSC. Work hours will be flexible and some evening and weekend hours will be required as per programming and event schedules.

Application Deadline

March 22, 2023 or until a suitable candidate is found.

Application Process

Please send resume and cover letter to international@mtroyal.ca