

STUDENT LEADERSHIP OPPORTUNITIES

MOUNT ROYAL UNIVERSITY

International Student Support Centre Lead

The International Student Support Centre (ISSC) at MRU provides a vibrant space for students from all backgrounds to meet other MRU students as well as students studying on exchange. The ISSC is staffed by student leaders and volunteers who can provide information, support, and peer-driven programs that connect international and domestic students. The ISSC team plans and creates opportunities for students to participate in fun and engaging social and cultural activities, and provides a space for students to gather to practice language, study, meet new people, and learn from each other.

RESPONSIBILITIES

1. Develop and facilitate programming to meet the objectives of the International Student Support Centre (ISSC)
2. Coordinate a motivated and engaged team of volunteers to create a vibrant and active ISSC
3. Be a knowledgeable resource to assist and refer students (both international and domestic)
4. Collaborate with other leads and liaise with International Education

QUALIFICATIONS AND REQUIREMENTS:

1. Globally-minded with a passion for International Education and helping others
2. Team player with strong interpersonal and listening skills
3. Sensitivity to different needs of various cultures and groups of students
4. Experience in the following areas are considered an asset: organization & facilitation of social and cultural activities, marketing, public speaking
5. Time commitment is 10 hours per week for both the fall and winter semesters

BENEFITS:

1. Receive training and learn key competencies such as professionalism, public speaking and working with diverse populations
2. Be immersed with a diverse group of staff and students at MRU while gaining valuable professional experience
3. Compensation will be provided on a contract basis, paid out equally on a semi-monthly basis over the course of each semester:

- a. \$2400 contract for the Fall semester
- b. \$2400 contract for the Winter semester

APPLICATION PROCESS/TIMELINE

Please see full job description below. To apply, please submit cover letter (indicating committee preference) and resume to international@mtroyal.ca by April 1st, 2019.

Shortlisted candidates will be contacted for an interview.

Please note that this opportunity is open to both international and Canadian MRU students.

International Student Support Centre (ISSC) Lead

Semester position dates:

Fall 2019: August 26th, 2019 - December 13th, 2019

Winter 2020: January 2nd, 2020 - April 10th, 2020

Total hours per week: approx. 10 hours/week, with flexibility on a needs basis

Compensation: Compensation will be provided on a contract basis, paid out equally on a semi-monthly basis over the course of each semester; \$2400 per semester

Eligibility: Open to MRU international and Canadian students

Number of positions: Three (3)

The International Student Support Centre (ISSC) at MRU provides a vibrant space for students from all backgrounds to meet other MRU students as well as students studying on exchange. The ISSC is staffed by student leaders and volunteers who are trained to provide information, support and peer-driven programs that connect international and domestic students. The ISSC team plans and creates opportunities for students to participate in fun and engaging social and cultural activities, and provides a space for students to gather to practice language, study, meet new people, and learn from each other.

Recognizing that peer engagement is a powerful resource, the ISSC Leads (3 positions) will develop sustainable programming which supports international students, engages the MRU population, and promotes the benefits of international opportunities and global citizenship both locally and abroad.

This opportunity will provide valuable leadership and intercultural experience by contributing to the international community at MRU. It will also assist MRU's Office of International Education in providing the best services, support, and social opportunities to all MRU students interested and engaged in internationalization.

International Education will hire three (3) ISSC Lead positions, each with their own focus area. Each Lead will be responsible for chairing a committee composed of student volunteers in their selected focus area. Each Lead will be responsible for the coordination of the committee and monthly meetings and for the delegation of relevant tasks to committee members.

Focus Areas

Social & Cultural Events

- Organize and execute socially & culturally focused events catered to international students, but open to all MRU students
- Main audience: International students (exchange, full-time credit, English Language Program); with conscious efforts made to engage Canadian students

- Specific skills required for this focus area: event planning, creativity, organizational, relationship building, building student engagement

ISSC Programming

- Create, implement, and maintain regular, ongoing programming in the ISSC to turn it into a vibrant hub for the international community at MRU
- Main audience: International students (exchange, full-time credit, English Language Program)
- Specific skills required for this focus area: event planning, creativity, organizational, relationship building, building student engagement

Outreach & Promotions

- Represent and promote International Education in-person at events on campus (includes hosting information booths and running the class visits program), develop and publish digital communication materials including newsletters, bulletin boards, social media, posters, etc., and have an overall goal of increasing participation and awareness of International Education events/programming
- Main audience: Canadian students looking for opportunities to internationalize their MRU degree
- Specific skills required for this focus area: public speaking, interpersonal communication, creativity, marketing experience with a good understanding of student needs

Duties and Responsibilities

Committee

- Develop, monitor and evaluate clear committee goals for each semester
- Chair a monthly committee meeting and delegate tasks to committee members to ensure a reasonable workload for all members
- Provide leadership and mentorship to committee members to motivate and encourage
- Support committee members as needed

ISSC

- Min. 2 hours/week shift in the centre (included in weekly hours)
- Develop a strong familiarity with the programs and services offered by the Office of International Education together with all areas that support student success at MRU.
- Coordinate a motivated and engaged team of volunteers to create a vibrant and active ISSC
- Create community events to increase multicultural interaction between all students
- Participate in social activities and events for MRU students
- Collaborate with other leads and liaise with International Education
- Increase awareness of the International Student Support Centre and develop more student engagement
- Develop and facilitate programming to meet the objectives of the International Student Support Centre (ISSC)
- Provide administrative support to the team as needed

Competencies required for this role

- Friendly, positive, energetic
- Team-oriented work approach
- Strong interpersonal, listening, and communication skills
- Ability to knowledgably represent MRU and International Education
- Patience and understanding, particularly when working with new, multilingual students who may not be familiar with some Canadian customs or may not be comfortable speaking English language
- Willingness to learn and expand knowledge about student services and resources
- Ability to address student questions and concerns in a timely manner and determine when to make referrals to Office of International Education

To apply for this position, please submit a cover letter and resume to

international@mtroyal.ca by April 1st, 2019.

Please include which focus area you would be interested in leading and what skills you would bring to that area in particular.