**Position Title:** *International Student Activity Coordinator*  
*International & Exchange Student Centre*

**Position Summary:**
The International and Exchange Student Centre (IESC) is a department of Western International, which offers a full range of programs and services to support international students during their stay at Western.

As the International Student Activity Coordinator, your role is to assist with welcoming international students at International Student Orientation Day (September, January, and May). To organize, coordinate, and supervise IESC events, such as the Welcome Potluck and Cultural Showcase, and trips, such as Niagara Falls, Blueberry Picking, Sugar Bush, etc., held throughout the academic year.

**What will you gain from this role?**
- Enhance communication, interpersonal, intercultural, leadership, and organizational skills.
- Gain experience in program planning, coordination and implementation, as well as public relations.
- Opportunity to provide input into programs and services for international students.
- Opportunity to assist new international students.
- Involvement in internationalization at Western.
- Personal enrichment through interaction with people from diverse cultures.
- Receive feedback via a midterm performance review.
- Recognition through Western’s Co-curricular Record.

**Key Responsibilities:**
- To assist with IESC’s International Student Orientation Day:
  - Help coordinate administrative aspects of Orientation Day.
  - Assist with ensuring the logistics on the day go smoothly.
  - Welcome and greet new international students.
- Assist with organizing and coordination orientation events (e.g., Welcome Potluck, Global Café, Informational Sessions, etc.)
  - Activity Coordinators must attend events and take an active role in coordinating and assisting with supervision of events (i.e. decoration, set-up, food, welcoming guests, clean-up).
  - Work closely with other IESC staff and volunteers (i.e. Peer Guides, English Conversation Leaders, etc.)
- Plan, organize, assist with, and promote any additional cultural event trips, and special activities throughout the year.
  - Activity Coordinators will provide input/ideas regarding events and activities for new international students.
  - Prepare a brief summary report for each event.
- Take an active role in coordinating and assisting with the supervision of at least one special event over the year.
- Attend mandatory training at the end of August/early September.
- Attend regular weekly meetings with supervisor and the Activity Coordinator team.
Position Requirements:
- Strong communication and interpersonal skills; must be people oriented.
- Strong interest in acquiring experience in program coordination and management.
- **Must be available during the Orientation Week (starting Labour Day Monday in September).**
- Cross-cultural awareness, understanding and sensitivity.
- Interest in helping to enhance services offered to the international student community.
- Possess an awareness of the needs and interests of international students.
- Ability to demonstrate initiative and dependability. Enthusiasm is a must!
- Interest in enhancing public relations and public speaking skills.
- Active involvement with the international student community would be beneficial.
- Excellent team player and strong ability to work well independently.
- Strong time management skills.
- Experience helping or studying in a foreign culture and fluency in other languages would be an asset.

**WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS:**
- Complete four mandatory Human Resources training modules: WHMIS, Health & Safety, Safe Campus, and AODA and the Mental Health Interactive Learning Module.
- Submit a Feedback Form each term and a year-end program evaluation to the WPL Program.

Position Specifics:

**Term Length:**
One academic year, September 1, 2020 - April 30, 2021

**Time Commitment:**
- 1-4 hours per week
- Hours may vary depending on events.
- Heavier time demands in September & January (Orientation).
- Heavier time demands in November (International Week).
- Heavier time demands in April (End of Year Celebration).

**Training:**
- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Mental Health Interactive Learning Module (30 min)
- Position-specific training (arranged by direct supervisor)

**Reports to:**
Francesca Mancuso Silva, International Transitions Program Coordinator (IESC).
Application Method:
Login to [Western Connect](https://www.westernconnect.ca), and navigate to the **Western Peer Leader posting boards** to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](https://workingatwestern.wyo.ca) website).

**Western Values Diversity:**
The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at ralary@uwo.ca or phone 519.661.1111 (89081).