Position Title: Transitions Program Assistant (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.

To assist with transitions programming for international students at Western, including International Student Orientation Day (September, January, and May), Canada Eh?! Information Sessions, volunteer outreach, and social events.

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 and make connections with 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.
- Help organize and coordinate transitions programming for the coming academic year. Programming includes: Weekly Global Café and Canada Eh?! Transitions Information Sessions (up to 2 per month).
  - Transitions Program Assistants must attend all weekly Global Café events (Thursdays from 2:30-5:30) and take an active role in coordinating and assisting with the supervision of 2 special events per year.
  - Duties may include: Planning activities, posting on social media, preparing handouts, coordinating special guests, event set-up and clean up, etc.
- Provide input/ideas on new events and activities for international students.
- Record statistics and take notes regarding each event.
- Report to and work closely with the International Transitions Program Coordinator.

Position Requirements:
- Strong communication and interpersonal skills; must be people oriented.
- Strong interest in acquiring experience in program coordination and management.
- Must be available Thursdays from 2:30-5:30PM for both Fall and Winter terms.
- Cross-cultural awareness, understanding and sensitivity.
- Possess an awareness of the needs and interests of international students and an interest in helping to enhance services offered to this group.
- Ability to demonstrate initiative and dependability. Enthusiasm is a must!
- Interest in enhancing public relations and public speaking skills.
- Ability to work well independently as well as a team member.
- Strong time management skills.
- Experience helping or studying in a foreign culture and fluency in other languages would be an asset.
- Experience working with Facebook, Twitter, Instagram and Canva would be an asset (Please indicate computer proficiency on your application).

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:
- 4-5 hours per week.
- Weeks may vary depending on events.
- **Must be available on Thursdays, from 2:30-5:30PM (Global Café).**

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, 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** 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).