Position Title: Welcome Team Volunteer
(International & Exchange Student Centre, International Learning)

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 IESC Welcome Team Volunteer, your role is to welcome and assist new international and exchange students during their transition to Western. As a Welcome Team Volunteer you will be responsible for providing in-person support to students during the peak transition periods and connecting international and exchange students with appropriate settling-in resources (on and off-campus).

What will you gain from this role?
- Enhance communication, interpersonal, intercultural, leadership, and organizational skills.
- Involvement in internationalization activities 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:
- Assist in staffing the Welcome Centre, the Welcome Booth and/or the International and Exchange Student Centre during the Welcome Team dates.
- Welcome and greet new international (undergraduate and graduate) and exchange students.
- Distribute International Student Welcome Packages and assist new students by providing them with information regarding settlement issues (banking, transportation, housing, etc.).
- Assist with the International Orientation Day on Monday, September 7, 2020 (to be confirmed), as needed.
- Assist with registration for trips and programs in September and January, as needed.
- Assist in training Peer Guides and International Learning Ambassadors during the 3rd week of the Welcome Centre in September, so that they feel comfortable welcoming new students the remainder of the year.
- Work closely with other Western International staff and volunteers (i.e. Peer Guides, English Conversation Leaders, ILAs, etc.).
- Attend a mandatory full-day training session on Friday, August 28, 2020.
- Attend meetings with supervisors and other Welcome Team members, as needed.

What do we look for in a Volunteer?
- Strong communication and interpersonal skills.
- Cross-cultural awareness, understanding and sensitivity.
- Ability to demonstrate initiative and dependability.
- 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.
• Initiative, enthusiasm and dependability.

**Position Requirements:**
• Must be available to attend training and during the mandatory three weeks in August/September and two weeks in January.
• Familiarity with programs and services offered by Western International as well as the campus community and available resources.
• Interest in helping to enhance services offered to the international student community, and possess an awareness of the needs and interests of international students.
• Experience helping or studying in a foreign culture and fluency in other languages would be an asset, but not required.

**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:**
Summer Semester, August 28, 2020 – January 2021

**Time Commitment:**
• Total of 6 hours per week each term - 3 x 2 hour shifts.
• MUST be available on Friday, August 28 for training session.
• MUST be available from August 31 – September 18.
• MUST be available December 21-24.
• MUST be available January 4-8

**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:**
IESC Programs Coordinator, International Learning Coordinators, and Assistant Coordinator.

**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).

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