

## **Position Title:** *International Transitions Activity Coordinator* (International & Exchange Student Centre)

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### **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 Transitions Activity Coordinator, your role is to assist with welcoming international students at International Student Orientation Day and to help organize, coordinate, and manage administrative tasks related to weekly/monthly transitions programming (e.g. Global Café) and trips (e.g. Niagara Falls, Blueberry Picking, St. Jacobs & Elora Gorge, etc.) throughout the summer term.

### **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 of go smoothly.
  - Welcome and greet new international students.
- Help organize and coordinate weekly Global Café for the summer term. International Transitions Activity Coordinators **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 1 special event over the summer.
  - Duties may include: planning activities, posting on social media, preparing handouts, coordinating special guests, event set-up and clean up, etc.
- Plan, organize, assist with, and promote any additional cultural events, trips, and special activities throughout the summer
  - Provide input/ideas regarding events and activities for new international students.
  - Record statistics and take notes regarding each event.
  - Prepare a brief summary report for each event.
- Report to and work closely with the International Transitions Program Coordinator.
- Attend mandatory training at the beginning of your role.
- Attend meetings with your supervisor and the International Transitions Activity Coordinator team as scheduled.

## 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 2:30 – 5:30 p.m. for the full summer term.**
- 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.
- Experience helping or studying in a foreign culture and fluency in other languages would be an asset.
- Active involvement with the international student community would be beneficial.
- Ability to demonstrate initiative and dependability. Enthusiasm is a must!
- Interest in enhancing public relations and public speaking skills.
- Excellent team player and strong ability to work well independently.
- Strong time management skills.
- 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 WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Campus Referrals & Resources, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection, Return to Campus Module (COVID-19 Response)
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form (per term)

\*\* Trainings subject to change

## Position Specifics:

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### Term Length:

Summer Semester, May 1, 2022 – August 31, 2022 (\*\* option to continue through Fall/Winter)

### Time Commitment:

- 4-6 hours per week
- Hours 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)
- Campus Referrals & Resources
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module

- Indigenous Initiatives Content
- Return to Campus Module (COVID-19 Response)

## Reports to:

Charmaine Magumbe, 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](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).