

JOB DESCRIPTION

Job Title:

International Community Coordinator (ICC)

Accountability:

Coordinator of International Student Programs (CISP)

Position Summary:

The main objective of the ICC is to offer support to the international students at King's and to act as a liaison between international students and the CISP. The ICC should foster and promote healthy relationships among international students and non-international students regardless of their background. It is important that the ICC is sensitive to the needs and issues arising among international students and brings it to the attention of the CISP. Because the ICC is a leader within the international community at King's, they should live their lives in a positive way befitting their position of authority. The ICC will work approximately 7 hours per week. This is a live-in position.

Characteristic Responsibilities:

Engaging

- Maintain contact with international students throughout the academic year
- Live in the international students apartment and participate in events and activities planned
- Assist with the International Student orientation, and with international student move-in

Belonging

- Help build programs that will offer support to international students by providing input on the various ongoing events
- Foster an environment of belonging and inclusion in the international students apartment
- Plan weekly events and work with other student leaders to promote interaction between international students and non-international students

Learning

- Meet weekly with the CISP unless otherwise specified
- Provide feedback on events and bring up issues international students encounter that should be addressed
- Attend all training events as required

Ownership

- Be active in the Globe Aware Week planning, help organize and participate in Globe Aware events
- Lead by example by participating in events organized on campus

Academic Qualifications:

- Minimum GPA of 2.0 obtained before and maintained throughout term of position
- Must be registered in at least their second academic year at King's throughout term of position

Professional Qualifications:

- Excellent communication skills
- Proven ability to respond calmly and confidently in crisis situations
- Self-motivated
- Experience working with people
- Strong interpersonal skills and basic crisis management skills
- Previous leadership experience at King's preferred but not required

Personal Qualifications:

- Committed to and growing in their Christian faith
- Demonstrated commitment to King's community values

Term of Position:

Eight months, end of August to end of April