

International Student Assistant

Position Summary:

The main objective of the International Student Assistant (ISA) is to provide a strong community of support for international students and to assist them in their first year of adjustments. This includes taking on an active role in familiarizing the students to the Canadian culture and the King's community, getting to know the student on a personal level, and planning events catered towards international students throughout the school year. The ISA will also be a part of the Globe Aware Week planning committee and execute events during Globe Aware Week. The ISA will work approximately 6 hours per week.

Employment Dates: August 21, 2019 – April 30, 2020 with some meetings over summer 2019

Reports to: Coordinator of International Student Programs

Qualifications for all Student Leader positions:

- Open and willing to serving within a Christian context
- Support the King's mission and vision as well as demonstrate a commitment to King's community values
- Maintain a current and cumulative GPA of 2.5 or above
- Registered in at least your second academic year at King's throughout term of position

Qualifications for the International Student Assistant role:

- Enjoy working and interacting with people from different cultures
- Ability to develop strong interpersonal relationships
- Excellent communication skills
- Self-motivated and takes the initiative to help others
- Possesses a positive attitude towards cultural differences and practices
- Willingness to learn and explore various approaches to role responsibilities

Responsibilities:

- Be present at and help out with International Students' Orientation (Fall and Winter)
- Plan and run 1 monthly event
- Be present at and help out with other ISA events (1 event per week)
- Aid new international students in their adjustments and navigation of life in Edmonton
- Develop friendships with international students throughout the year
- Plan and help out in Globe Aware Week events
- Help out with international student publications and provide a voice for the students
- Be present and help out with the City Wide Welcome event and airport booth

Mandatory Dates

- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 16, 2019, 9:00am - 12:00pm
- Student Leader Residence Move In Dates: Saturday, August 17, 2019
- Attend Student Leader Welcome Back Event, Wednesday, August 21, 2019, 5:00 pm
- Attend Student Leader Retreat - Thursday, August 22 – Saturday, August 24, 2019
 - Please note that the welcome event may be incorporated into the retreat. If this happens, it is likely we will leave for the retreat venue the afternoon of the 21st. Please ensure you are available by noon on that day.
- Attend On Campus Training - Monday, August 26 - Wednesday, August 28, 2019

- Assist with New Student Move In, Thursday, August 29, 2019
- Help facilitate and staff New Student Orientation, Friday, August 30, 2019
- Assist in facilitating and staffing new student information table, Tuesday, September 4 – Friday, September 7, 2019
- Meet with a King's Student Counselor at least one time in the Fall semester
 - Book an appointment online via the King's website
- Attend and help facilitate the Fall Student Retreat, Friday, September 13 – Sunday 15, 2019
 - Register for the retreat using course code UNIV065A during the first week of classes; retreat costs are fully compensated
- Participate in and promote Globe Aware Week, Monday, January 27 – Friday, January 31, 2020
- Attend training workshops and in-services on Saturday, October 19, 2019 and Saturday, January 11, 2020 as well as any others throughout the year TBD by supervisor
- Attend Pass the Torch Meet and Greet (brunch), Saturday, March 14, 2020, 9:00am--12:00pm
- Please note that there may be additional dates that are specific to your functional area

Expectations for all Student Leader positions:

- Serve as a role model by demonstrating integrity inside and outside of the classroom
- Demonstrate ability to develop strong interpersonal relationships
- Set an example for what a successful student looks like by living with integrity, participating in activities throughout the year, and contributing to King's community life
- Demonstrate sensitivity toward diversity issues through friendship and advocacy for students.
- Have a working knowledge of and abide by the regulations, policies, and procedures of King's as described in the Student Handbook and Community Living Standards

Expectations for the International Student Assistant role:

- Participate in 1 hour team meetings each week
- Participate in Globe Aware Week planning meetings during the summer time
- Attend Globe Aware Week events
- Attend International Student's Orientation (1 Fall, 1 Winter)
- Attend and support all International Student Program events
- Participate in the airport welcome booth and City Wide Welcome event
- Be readily available to assist international students
- Write articles for international student publications

Honorarium:

- International Student Assistants receive a stipend of \$1140 divided over 2 semesters
- Free admission to the Fall Student Retreat

Please Note: Irregular hours; must be prepared to work on some evenings and weekends