

# 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 25, 2021 – April 30, 2022

**Reports to:** Coordinator of Intercultural 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
- Stay current with COVID guidelines

## Key Dates:

Mandatory training will be provided to student leaders.

## 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
- Be readily available to assist international students
- Meet with your assigned new student at least twice per term for 1-on-1
- Write articles for international student publications

**Compensation:**

- International Student Assistants will be paid \$1140 divided semi-monthly for the duration of the contract. Payment is processed through King's payroll.
- Free admission to the Fall Student Retreat

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