

International Program Student Worker

Position Summary: The main objective of the International Programming Student Worker is to provide a strong community of support for international students. 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 student worker will also be a part of the Global Awareness Week planning committee and execute events during Global Awareness Week.

Employment Dates: August 22, 2022 – April 18, 2023

Reports to:—Intercultural Program Coordinator

Job Duties and Responsibilities:

- Assist and facilitate the International Students' Orientation (Fall and Winter terms)
 - Ensure all new international students have an assigned Peer Navigator
- Plan, collaborate with other Student Life programs and run one monthly event.
 - Includes Welcome Lunch, Thanksgiving & Christmas Dinner, and Year-End Party
- Be present and help with other International Programming Events
- Participate in 1 hour team meetings each week
- Design and update monthly themes for the International Students bulletin board by the atrium
- Oversee a scheduled office hour twice a week
 - Be present to socialize, and to provide referral to the pertinent on-campus services
 - Send birthday greetings to international students
 - Check the International Student pages on the King's website and make sure it is up to date
 - Maintain the International Students Guide on Moodle
- Provide administrative support to the Coordinator of Intercultural Student Programs
- Guide and educate Peer Navigators in providing logistic, social, cultural, and mental health support to international students
- Organize, collaborate, and execute Global Awareness Week events
- Help with international student publications and provide a voice for the students
 - Assist in creating a monthly newsletter
 - Write an article for The Chronicle about the International Programming once a term
 - Design posters and social media posts for events
- Stay current with COVID guidelines

Qualifications:

- Registered in at least your second academic year at King's throughout the term of position
- Must be studying on a full-time basis (minimum of 9 credits per term) and maintain a current and cumulative GPA of 2.0 (and cannot be on academic probation/suspension)
- Enjoy working and interacting with people from different cultures
- Demonstrates confidence and maturity in developing strong interpersonal relationships
- Excellent organizational, oral, and written 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
- Ability to maintain confidentiality of records and information
- Committed to helping new students to make a smooth and successful transition into life at The King's University
- Experience with computer software programs including Canva, Microsoft Word, PowerPoint, and Excel

Key Dates: Mandatory training will be provided.

Remuneration:

- The International Student Worker will be paid \$15/hour. Payment is processed through King's payroll. This is based on 10 hours/week.

Other:

- Free admission to the Fall Student Retreat.

Working Conditions: Irregular hours; must be prepared to work some evenings and weekends