Team Leader, Student Intercultural Programs
International Student Services Office (ISSO)
2017/18 Academic Year

Number of Positions Available: 1
Department: International Student Services Office
Term: August 2018 - April 2019
Commitment: 5-10 hours per week
Honorarium: $800 paid in two installments of $400 at the end of each term (fall/winter)
Application Deadline: Monday March 5, 2018

Job Description

The International Student Services Office (ISSO) offers a unique professional opportunity to the Student Intercultural Programs Team Leader who will lead a team of eight ISSO Peer Helpers working to develop and implement social and cultural opportunities for students new to Canada and the entire Carleton University community.

As the leader of the team, the successful candidate will work closely with the Intercultural Programs Coordinator and other ISSO professional staff to develop a monthly schedule of social and cultural events, will schedule and guide team members, assign tasks, coordinate team meetings, and will work to engage and foster a strong team dynamic amongst all team members.

The ISSO Peer Helper team conducts work under four focus areas: Student Engagement, Internationalization and Culture, Exchange, and Communications. The Team Leader supports all Peer Helpers in meeting the objectives of their projects, keeping them on track to meet all deadlines, and adhere to required administrative processes.

The Team Leader will work on projects and activities of interest, along with the Peer Helpers. The focus areas are as follows:

**Student Engagement** – involves developing opportunities to connect and engage the international and exchange student community at Carleton University. The team will plan social, cultural, family friendly, and wellness programs and activities with the objective of supporting the transition and experiences of students new to Canada.

**Internationalization and Culture** – involves engaging the Carleton University community in global citizenship, contributing to the internationalization of our campus through different events including International Education Week (IEW), International Development Week (IDW), and the Through a Global Lens Photography Competition.

**Exchange** - involves working on projects supporting the experiences of students participating in the Carleton University Exchange Program, including running information sessions, holding social events connecting applicants with current and returning exchange students, and coordinating pre-departure workshops and information sessions for students preparing to go on exchange.

**Communications** – involves working on digital media projects supporting and connecting the international community with the ISSO. Team members working on communication projects will create graphics and manage social media content promoting all ISSO programs. They will also attend events and record student experiences through photos and testimonials.
Qualifications & Requirements

- Have second year standing or higher
- Be in Good Academic Standing
- Have background in leadership, volunteerism, or campus involvement
- Be welcoming and open minded
- Have event planning experience
- Have the ability to multi-task efficiently and effectively, work under pressure, work independently, and within a team environment
- Establish priorities and pay attention to detail
- Strong organizational and time management skills
- Experience working and communicating across cultures
- Ability to lead and participate in regular meetings with supervisor and team members
- Attend all meetings and work shifts
- Maintain confidentiality at all times
- Communicate to supervisor any needs, concerns etc.
- Balance academic and role demands
- Previous experience or training in university resources and procedures
- Previous ISSO experience is considered an asset

Training

Please note that the successful candidate must attend two mandatory ISSO training sessions:
- Two hour ISSO Leadership Orientation in April - scheduled based on the successful candidate’s availability.
- ISSO Training Day – attended by the entire ISSO student team on Tuesday August 28, 2018 from 9am – 4pm. The Team Lead will play a central role on this day developing a positive team dynamic.

Application Instructions

Please submit your complete application to the International Student Services Office (128 University Centre) or by email to maria.walt@carleton.ca

Your application must include:
- The application form attached
- A cover letter including your experiences and suitability for the position
- A copy of your resume

Deadline to apply: Monday March 5, 2018
Applicant Information – please print clearly

First Name: ____________________________________________

Last Name: ____________________________________________

Carleton student number: ________________________________

E-mail: ________________________________________________

Telephone Number: ______________________ Telephone number (2) _________________________

Year of Study: _________________________________________

Level of Study (Undergraduate/Graduate): ____________ Faculty: ________________________________

Years at Carleton: _____

Date submitted: _________________________________________