The International Student Services Office (ISSO) offers a wide range of opportunities for student volunteers to get involved and take on leadership roles throughout the academic year. Volunteers are asked to support initiatives under three focus areas:

- **Student Engagement** – involves supporting social, cultural, family friendly, and wellness opportunities that connect and engage the international and exchange student community at Carleton University.
- **Internationalization and Culture** – involves supporting initiatives that engage the Carleton University community in global citizenship, including International Education Week (IEW), International Development Week (IDW), and the Through a Global Lens Photography Competition.
- **Exchange** - involves supporting activities that support the experiences of students considering and/or participating in the Carleton University Exchange Program.

Throughout the academic year, volunteers are contacted at the start of each term to sign up to volunteer supporting events or initiatives. Shifts will vary in length of time and purpose, but overall all volunteers will have the opportunity to get involved with different projects.

This volunteer opportunity is recognized in the Co-curricular Record – [www.carleton.ca/CCR](http://www.carleton.ca/CCR)

**Training**
Successful candidates will attend a volunteer training session at the start of September.

**Skills & Requirements**
The ISSO is looking for volunteers with diverse skills and interests including:

- Strong communication skills
- Understanding and awareness of different cultures
- Enthusiasm and willingness to help others
- Experience with or willingness to learn about event planning
- Ability to maintain confidentiality at all times
- Strong time management and organizational skills

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**Application Instructions**
Please submit your complete application in person to the International Student Services Office (128 University Centre), or by email to isso@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: Wednesday March 27, 2019**
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: _____

Which position are you applying for?

____  Student Engagement

____  Internationalization and Culture

____  Exchange

Date submitted: ________________________________