Job Description

The International Student Services Office (ISSO) offers an airport pick-up service for four days at the start of the fall term to welcome and ease the arrival of international, exchange, and out of province Carleton students. Four Airport Pick-up Program Welcome Staff play a central role welcoming students and setting the tone for their experience at Carleton University.

Welcome Staff report to the Coordinator, Intercultural Programs and are responsible for manning the Carleton University kiosk at the Ottawa MacDonald-Cartier International Airport, greeting students when they arrive, provide information, and check students into the pick-up service. Welcome Staff are Carleton University ambassadors and a significance amount of trust is placed on them by the International Student Services Office and the students and parents they welcome.

Additional Requirements

- The Airport Pick-up Program runs from **Monday August 27 to Sunday September 2, 2018** (inclusive). All staff will be required to work 5 hour shifts on all days.
- Staff will be required to attend a **mandatory training on Friday, August 24, 2018**.
- Welcome staff must display professionalism, maturity, resourcefulness, and superior time management skill
- Have a proven ability to work effectively in a team environment
- Be able to complete work with little supervision
- Demonstrate above average knowledge of the ISSO and Carleton University student support services

Application Instructions

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

Your application must include:

- The application form provided
- A cover letter including your experiences and suitability for the position
- A copy of your resume

**Deadline to apply: Friday April 6, 2018**
**Airport Pick-up Program – Welcome Staff Application**

**Fall 2018**

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<td>E-mail: ______________________________</td>
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<td>Student Number: ______________________________</td>
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<td>Level of Study (Undergraduate/Graduate): ____________</td>
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<td>Years at Carleton: _____</td>
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