Job Description

The International Student Services Office (ISSO) offers an airport welcome 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. Six Airport Welcome Staff play a central role welcoming students and setting the tone for their experience at Carleton University.

Welcome Staff report to the Manager of the ISSO and are responsible for operating the Carleton University kiosk at the Ottawa MacDonald-Cartier International Airport, greeting students when they arrive, provide information, and provide directions. Welcome Staff are ambassadors for both Carleton University and the International Student Services Office, and accordingly students and parents place a significant amount of trust in them.

Additional Requirements

- The Airport Welcome Program runs from **Friday August 30th to Monday September 2nd, 2019** (inclusive). All staff will be required to work **5 hour shifts**.
- Staff will be required to attend a **mandatory training on Tuesday, August 27th, 2019**.
- Welcome staff must display professionalism, maturity, resourcefulness, and superior time management skills
- 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 **isson@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: **Thursday, April 18, 2019**
### Airport Pick-up Program – Welcome Staff Application

Fall 2019

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<th>Applicant Information</th>
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<tr>
<td>First Name: __________ Last Name: ____________</td>
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<td>E-mail: _______________</td>
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<td>Telephone Number: ____________</td>
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<td>Student Number: __________ Year of Study: ____________</td>
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<td>Level of Study (Undergraduate/Graduate): _______ Faculty: ______________</td>
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<td>Years at Carleton: _____</td>
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