



International Student Services Office
Position: Airport Welcome Staff (6)
Application Deadline: Thursday, August 11,
2022
Rate of Pay: \$15.00/ hour

Job Description

The International Student Services Office (ISSO) offers an Airport Welcome Program for five days at the start of the fall term to welcome and ease the arrival of international, exchange, and out of province Carleton students. Airport Welcome Staff play a central role in 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 upon arrival, providing information, and providing 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 **Thursday, September 1 to Monday, September 5, 2022** (inclusive). All staff will be required to work **5-hour shifts**.
- Staff will be required to attend a **mandatory virtual training on Tuesday August 30, 2022**. Further details to be provided.
- 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
- Must adhere to Carleton University and Ottawa MacDonald-Cartier International Airport health and safety protocols.
- Demonstrate above average knowledge of the ISSO and Carleton University student support services

Application Instructions

Please submit your complete application form to the International Student Services Office (128 University Centre), or by email to isso@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
- Interview availability for August 15 to 17 and 23 to 24, 2022

Deadline to apply: Tuesday, August 16 2022

Date Submitted: _____

Airport Pick-up Program – Welcome Staff Application

Fall 2022

Applicant Information

First Name: _____ Last Name: _____

E-mail: _____

Telephone Number: _____

Student Number: _____ Year of Study: _____

Level of Study (Undergraduate/Graduate): _____ Faculty: _____

Years at Carleton: _____