Volunteer Roles

Summer 2022
Are you interested in contributing as the ISSO prepares to welcome new and returning international students? Support preparations for activities and social events for the academic year through testing and feedback, logistics help, and content creation.

- Commitment: June 1 to August 28, 2022
- 3 hours or less per month. Volunteers will be emailed as new opportunities arise in their areas of interest.

International Orientation
Are you interested in welcoming international students to Carleton through our International Orientation Week? Join us to support virtual and in-person International Orientation Week activities such as the International Student Welcome event, social activities, off-campus events, and more!

- Commitment: August 29 to September 5, 2022
- We need as much help as you can offer!

Academic Year
Are you interested in supporting social, cultural, family friendly, and wellness opportunities that engage the international student community throughout the academic year? Join us in planning, promoting, executing and evaluating virtual and in-person events and programs throughout the academic year!

- Commitment: September 6 to April 15th, 2023
- 5 hours a month or less

Int'l Student Ambassadors
Are you a current undergraduate international student? Interested in helping future international students make their decision about choosing Carleton? Share your perspectives through video interviews, quotes & photos, and help at online and on campus student recruitment events.

- Commitment: Start as soon as you’re able, until April 2023.
- International Admissions and Recruitment will reach out when they need support
VOLUNTEER

Requirements

Training
All volunteers must participate in mandatory, asynchronous training on Brightspace between June 1, 2022 and August 3, 2022.

International Orientation and Academic Year volunteers must also save the date for two synchronous, 2 hour online sessions:
- August 10 or August 11 (choose one)
- August 24 or August 25 (choose one)

Volunteer Eligibility
To volunteer, students must be:
- Enrolled as a full-time student at Carleton University for the upcoming 2022-2023 academic year.
- In good academic standing (as defined in the Carleton University Undergraduate Calendar) at the time application is received and throughout the duration of the contract.
- Able to be an ambassador for Carleton University, promoting positive values, and leaving a positive impression with students.
- Willing to learn about community resources to answer questions about campus and Ottawa.
- Successful candidates must provide a Vulnerable Sector Police Record Check. If you are living outside of Canada, an alternative process will be available.

What The ISSO Expects
The ISSO is looking for volunteers with diverse skills and interests. Students who are selected will be expected to demonstrate:
- Strong time management and organizational skills
- Reliability and professionalism
- Enthusiasm and willingness to help others
- Understanding and awareness of different cultures
- Willing to work in a team environment
- Ability to problem-solve
- Ability to navigate online learning platforms (Brightspace) and willingness to use video conferencing technology
- Experience with or willingness to learn about event planning
- Ability to maintain confidentiality and boundaries as required

Benefits
- Gain CCR Credit for each role
- Develop new personal and professional skills
- Help build a thriving community for Global Ravens
- Access to volunteer appreciation events
- Receive emails about involvement and job opportunities
Volunteer Opportunities

Consultation & Feedback
Volunteers will provide their perspectives on ways to improve ISSO offerings. This may include testing resources (like I-Start modules) and reviewing presentations, giving individual feedback on events being planned, and attending focus groups.

Skills you’ll use and develop:
- Identify and articulate strengths and areas for development
- Use judgement to identify, analyze, and help solve complex issues
- Use critical thinking skills to apply knowledge and skills

Content Creation
Volunteers will create visual and audio content to the ISSO to assist with storytelling. This can include taking photographs and sharing video content. Students may choose to be part of photo and video content, but this is not necessarily required.

Skills you’ll use and develop:
- Explain information, ideas and opinions effectively in a clear and concise manner
- Using technologies like camera, video, and Canva

Event Logistics
Volunteers will assist with helping events to run smoothly. This includes pre-event preparation (like preparing orientation kits), event set-up, registration support, technical support in online events (ex. screen sharing), and in-person event clean-up.

Skills you’ll use and develop:
- Organize, prioritize, and delegate work
- Use judgement to identify, analyze, and help solve complex issues
- May use technologies like Zoom, MS Teams, and Kahoot

Facilitation & Group Management
Volunteers will support activities that help students build connections (ex. ice-breaker activities, social events) online or in-person and take students to off-campus events.

Skills you’ll use and develop:
- Use interpersonal skills to establish mutually beneficial, inclusive relationships between community members
- Use empathetic skills to guide and motivate
- Leverage the strengths of others to achieve common goals

Presentation Delivery
Volunteers will support educational workshops and panels by sharing information & personal experiences, online or in-person.

Skills you’ll use and develop:
- Acquire knowledge related to specific topics
- Verbally explain information, ideas and opinions effectively in a clear and concise manner
- Strategically apply knowledge and skills from past experiences to new situations