



Thank you for your interest in the ISSO's volunteer roles.
Please review the position descriptions below and apply [here](#) (link opens in new tab) by
Wednesday, April 7 at 4:30 pm.

If you have questions about this position or the process, please email Niamh O'Shea at isso@carleton.ca.

ISSO Volunteer for Summer 2021

Are you interested in contributing as the ISSO prepares to welcome new and returning international students? Join us to support preparations for orientation activities and social events for the 2021 academic year.

Opportunities may include:

- Reviewing orientation resources and activities to provide feedback
- Developing content for International Orientation Week (trivia questions, helping to film short videos of Ottawa, etc.)
- Answering questions from incoming international students in your academic department via email

Details To Know

- **Volunteering Dates:** June 1st to August 20th
- **Training:** Asynchronous virtual training will be available for volunteers to complete during May. There will be a 1 hour synchronous online training for students interested in answering emails from peers during the week of June 1st.
- **Commitment:** Volunteers will be emailed as new opportunities arise. We will take as much help as you can offer. Please expect to check your email address once every 2 weeks for communications from our team.

International Orientation Ambassador

Are you interested in welcoming international students to Carleton through our International Orientation week? Join us to support **virtual** International Orientation week activities such as the International Student Welcome event, social activities, international student panels, and more!

Opportunities may include:

- Supporting virtual ice-breaker activities (sharing your screen, moderating the chat section, facilitating activities)
- Answering questions from incoming international students

Details To Know

- **Volunteering Dates:** August 28, 2021 to September 4, 2021.
- **Training Dates:** Asynchronous virtual training will be available for volunteers to complete throughout the summer. One synchronous training will take place August 20th from 8:30 am ET to 12:30 am ET. Additional synchronous online trainings for specific events will be taking place throughout August (dates to be determined).
- **Commitment:** International Orientation is August 28th to September 4. We need as much help as you can offer!

ISSO Volunteer for the Academic Year

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

Opportunities may include:

- Supporting virtual social events like Canadian Tea Time and workshops (sharing your screen, moderating the chat section, facilitating activities)
- Reviewing ISSO programs and activities to provide feedback
- Sharing with peers about upcoming ISSO events and initiatives (ex. scholarships)

Details To Know

- **Volunteering Dates:** September 7th, 2021 to April 15th , 2022
- **Training:** Asynchronous virtual training will be available for volunteers to complete throughout the summer. One synchronous training will take place August 20th from 8:30 am ET to 12:30 am ET. Additional synchronous online trainings for specific events will be taking place throughout August (dates to be determined).
- **Commitment:** 5 hours a month or less

Requirements for All Positions

Students must be:

- Enrolled as a full-time student at Carleton University for the upcoming 2021-2022 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 participants.
- Successful candidates must provide a Vulnerable Sector Police Record Check. If you are living outside of Canada, an alternative process will be available.
- Students living outside Canada are welcome to apply!

The ISSO is looking for volunteers with diverse skills and interests including:

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