International Student Services Office
International Student Orientation and Summer Projects Assistant
Dates: May - September 2018
Salary: $14.00/hr

The International Student Services Office (ISSO) offers an exciting professional opportunity to one Assistant, International Student Orientation and Summer Projects. The successful candidate will work to support programs that facilitate the transition to university life in Canada of new undergraduate and graduate international and exchange students.

**CORE RESPONSIBILITIES**

- Assist with the planning and implementation of fall orientation programs
- Manage the registration for all orientation programs
- Facilitate onsite registration on orientation days
- Prepare and facilitate presentations on topics relevant to students attending orientation
- Be a resource for and help connect incoming students with the university prior to their arrival in Ottawa
- Assist with the organization of the Airport Welcome Program
- Collect and assemble all faculty and departmental information for orientation packages
- Provide daily front desk coverage
- Provide assistance to students, staff, and other clients of the International Student Services Office
- Work closely with the ISSO Summer Orientation Leader developing a schedule of orientation events and tasks for the ISSO Orientation Ambassadors
- Liaise with other student fall orientation planning committees
- Provide day of support during orientation social and cultural activities
- Assist with the training of all ISSO volunteers
- Assist with other administrative tasks and projects as required

**REQUIREMENTS**

- Enrolled as a full-time student at Carleton University for the upcoming Fall 2018 Semester
- In good academic standing (as defined in the Carleton University Undergraduate Calendar)
- Excellent communication (verbal and written), interpersonal, and group process skills
- Strong organizational and problem solving skills
- Detail orientated and strong data management skills
- Ability to work well under pressure and on competing priorities
- Knowledge of the University, its administrative processes, and the various services that are offered to students
- Sensitivity to the needs (academic, social and emotional) of new international and exchange students
- High level of professionalism, and a strong understanding of customer service
- Ability to be an ambassador for Carleton University
- Event planning or similar organizational experience
- International experience an asset and knowledge of processes applicable to international students an asset

**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:** Tuesday February 27, 2018
International Student Orientation and Summer Projects Assistant  
Summer 2018

**Applicant Information**

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<th>First Name: ______________________________</th>
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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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