The International Student Services Office (ISSO) offers an exciting, **full-time**, professional opportunity to one Assistant, International Student Programming 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 ISSO staff in responding to questions from parents, students, members of the university, and the general public in person, via email or on the telephone
- Full time hours would consist of Monday to Friday 8:30 a.m. to 4:30 p.m. until the end of August and as many work hours as possible during the month of September.
- Provide administrative support to full-time ISSO staff, including but not limited to, responding to emails and queries, filing, distributing promotional material, and setting up for ISSO events
- Provide coverage at the ISSO front desk during lunch hours, and at other key busy periods
- Assist in delivering immigration, exchange, programming, and UHIP administrative support, as well as developing information services in consultation with ISSO staff
- Assist with ISSO communications and event planning, by providing support with social media accounts, and assistance with Orientation and programming for the 2019/2020 academic year
- Be a resource for and help connect incoming students with the university prior to their arrival in Ottawa
- Collect and assemble all faculty and departmental information for orientation packages
- Liaise with other student fall orientation planning committees
- Assist with other administrative tasks and projects as required

**REQUIREMENTS**

- Enrolled as a full-time student at Carleton University for the upcoming Fall 2019 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 **iss@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:** Wednesday, April 17, 2019
International Student Orientation and Summer Projects Assistant
Summer 2019

Applicant Information

First Name: ______________________________ Last Name: ________________________________

E-mail: ________________________________

Telephone Number: ______________________

Student Number: ________________________ Year of Study: ______

Level of Study (Undergraduate/Graduate): __________ Faculty: _____________________________

Years at Carleton: _____