



University Students' Council – Position Description

Position Title:	International Student Support Coordinator
Supervisor:	Vice President Student Support & Programming
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	7-10 hours per week average, 10-15 hours during peak time
Term:	June 1 st – April 30 th

OVERVIEW:

The International Student Support Coordinator role is expected to address relevant issues faced by international students, as well as create and promote programming on campus for international and exchange students. This role will work with campus stakeholders such as clubs and Western International to create programming for international students and plan events and campaigns. This role is expected to use both research and lived experience to aid in the centralization of International student perspectives into USC programming.

DUTIES AND RESPONSIBILITIES:

- Design programming and organize events that cultivate student engagement and build a community for international and exchange students at Western
- Organize and execute at least one event per semester
- Work with the Executive and the AVP Peer Programs to identify issues and analyze data on undergraduate international students
- Maintain an active working relationship with the AVP Peer Programs.
- Work with the AVP Peer Programs to build and maintain relationships with relevant departments of the University including Housing and Ancillary Services, Western International, Equity and Human Rights Services, Western International, and other appropriate organizations within the University community as well as the equivalent departments at the University.
- Focus on Western International's goal of further integrating domestic and international students.
- Responsible for the recruitment, selection, and management of an Executive Committee.
- Oversee the International Student Support Coordinator budget.
- Work in collaboration with the AVP Student Experience to conduct research for relevant policies.
- Sit as a member of the Political Advisory Committee (PAC) and attend bi-weekly meetings.

- Adhere to USC bylaws, policies and procedures.
- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- Promote events run by other USC Coordinators.

QUALIFICATIONS

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- All Coordinators must be eligible to work in Canada.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- *Lived Experience:* The International Student Support Coordinator must be an international student studying at Western.
- *Interpersonal Communication:* The International Student Support Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Must be able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- *Project Management:* The International Student Support Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The International Student Support Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem-solving in the role.
- *Group Facilitation:* In leading the Executive Committee, the International Student Support Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members. It is necessary for the International Student Support Coordinator to understand and learn about campus, community resources, and work with marginalized communities on campus.

TRAINING:

- The International Student Support Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Support & Programming and the USC Human Resources Department.
- The International Student Support Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.