

USC International Student Support Committee 2021-22

Exec Position Descriptions

The International Student Support Committee (ISSC) at USC addresses relevant issues faced by international and exchange students. ISSC works with campus stakeholders such as clubs and Western International to create programming, events and campaigns for international and exchange students.

Throughout the semester, the ISSC designs programming, organizes and executes events that cultivate student engagement, with the focus of building a stronger community for international and exchange students at Western. ISSC aims to further integrate domestic and international students and promote cultural exchange. And we welcome international, exchange and domestic students to join our committee.

The USC is seeking undergraduate students in the 2021/22 term to act as executive members on the Committee. These roles include Associate Coordinator, Events Director, Research & Advocacy Director, Marketing & Outreach Director, Communications Director, Accessibility Director, Graphics Director, and Finance Director

Associate Coordinator

3-5 hours per week

The primary responsibility of this position would be maintaining clear and organized communication between the ISS Coordinator and the Committees and Directors, allowing for easier tracking of the team's progress towards the deadlines. This individual would work closely with the ISS Coordinator to ensure organized activity of ISS as a whole. Some of the tasks for Associate Coordinator include: creating meeting agendas and meeting notes, scheduling team meetings, following up with directors about upcoming deadlines, keeping track of the portfolio's documentation on Google Drive etc. Applicants must demonstrate responsibility, attention to detail, passion for international and exchange student advocacy, strong organization and management skills.

Events Director

3-5 hours a week

ISS aims to create a variety of events and campaigns for the Western community, primarily international and exchange students. ISS events will aim to: provide information and resources to aid with academic and cultural adjustment; advocate for the rights of international and exchange students; advocate for diversity and inclusion within the international community and Western at large; create a safe social space for international and exchange students. Events Directors will work together as the Events Committee to deliberately plan and execute ISS events and campaigns. The Events Committee will work closely with the Research & Advocacy

as well as the Marketing & Outreach Committee to ensure that the events and campaigns are relevant to the needs of the international and exchange community and involve collaborations with other campus stakeholders, such as Western International, USC clubs, and other Peer Programs. Applicants must demonstrate reliability, attention to detail, passion for international and exchange student advocacy, strong organizational and management skills. Previous experience in a similar position is strongly preferred.

Research & Advocacy Director

3-5 hours a week

The R&A Directors will identify issues relevant to the international and exchange community on campus, conduct research into these issues, and propose relevant solutions. The R&A Committee will aim to find 1-3 unique research projects at the beginning of the semester, propose ideas for events and campaigns that ISS could host to better assist and advocate for international and exchange students, as well as support the Events Committee and Marketing & Outreach Committee throughout the process of event planning and execution by offering research and advocacy-orientated perspectives. Additionally, the R&A Committee will work with the USC Feedback Team to help create and analyze surveys that will be carried out during the Fall term to assess the needs and interest of the Western community with regards to the work that ISS does. Based on the feedback results, the R&A Committee will assess the demographics of ISS audience and propose ways in which ISS could better meet the expectations of international and exchange students at Western, as well as increase its influence as a beneficial student resource. Applicants must demonstrate reliability, attention to detail, passion for research and international and exchange student advocacy, strong team work and communication skills. Previous experience in a similar position is preferred.

Marketing & Outreach Director

3-5 hours a week

The M&O Directors will produce regular posts on all ISS social media platforms to raise awareness about current and upcoming events. In particular, the M&O Committee will be responsible for increasing ISS' social media presence and engagement through innovative posts, collaborations and campaigns. They must work in collaboration with the Graphic Committee to request and share promotional materials for ISS, including posters, social media posts, infographics, pamphlets etc. Additionally, the M&O Committee will work closely with the Events and Research & Advocacy Committees to facilitate communication with campus stakeholders, such as Western International, USC clubs, and other Peer Programs regarding potential collaborations on events and campaigns. The M&O Directors will also handle all other relevant internal and external communication. Applicants must demonstrate reliability, attention to detail, proficiency in social media management, strong written and oral communication skills. Previous experience in a similar position is strongly preferred.

Communications Director

3-5 hours a week

Communications Director will be responsible for supporting the Marketing & Outreach Committee and the Graphics Committee in creating professional, clear, concise, grammatically and lexically correct social media posts, captions, emails, poster, graphics, pamphlets etc. Communications Director will proof-read and edit written work produced by M&O Directors and Graphic Directors to ensure high quality of writing that ISS outputs. Applicants must demonstrate strong written communication skills, attention to detail and be willing to read and edit short to medium-length pieces of writing (i.e., social media posts and emails) frequently. Applicants are requested to provide examples of previous writing (preferably, a professional social media post or a short article).

Accessibility Director

3-5 hours a week

Accessibility Director is responsible for ensuring that all material produced by ISS is accessible. This can include closed captions for videos, image descriptions for social media posts, closed captions/transcripts for podcasts etc. If ISS hosts any in-person events, the Director will work on making those events accessible and accommodating any needs and requests that attendees with disabilities may have. This position may involve frequent communications with other university resources and Peer Programs, such as Accessibility Services, to discuss ways to better support and advocate for international and exchange students with disabilities. Applicants must demonstrate reliability, attention to detail, passion for accessibility advocacy, strong organizational and management skills. Previous experience in a similar position is strongly preferred.

Graphics Director

3-5 hours a week

Graphics Directors will be responsible for creating visual materials (posters, social media graphics, pamphlets etc.) for informational and promotional purposes. Graphics Designer can also be tasked with doing video or audio montage for videos and podcasts. Ability to take professional photographs is an asset. Applicants are requested to attach examples of previous work.

Finance Director

3-5 hours a week

Finance Director will be in charge of allocating and managing the budgets for all programming, contacting catering services, acquiring estimates, ordering supplies, handling the purchase and reimbursement processes. Must have strong organizational and management skills, be attentive to detail. Previous experience in a similar position is strongly preferred.