



University Students' Council – Position Description

Position Title:	International Student Support Coordinator
Supervisor:	Vice President Student Support & Programming
Remuneration:	Honoraria \$3000
Hours of Work:	5-8 hours per week, 10-15 hours during peak time
Term:	August 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:

- With the support of a leadership team, organize campaigns, programs, and initiatives to cultivate student engagement; build community for international and exchange students; organize socials and support opportunities, and provide informative and engaging programming with a focus on equity, diversity, and inclusion.
- Organize and execute at least two events per semester.
- Consult with the VP Student Support & Programming and broader USC Executive to determine annual research priorities; identify research best practices; and create a research strategy prior to the execution of the research and consultation phases.
- Maintain an active working relationship with the VP Student Support & Programming; AVP Peer Programs; and Western International.
- In collaboration and consultation with the VP Student Support & Programming and VP University Affairs, work to build and maintain relationships with relevant departments of the University including: Housing and Ancillary Services; Western International; the Office of the AVP EDI; Equity and Human Rights Services; Western International; and other appropriate organizations within the University community.
- Responsible for the recruitment, selection, and management of a leadership team in partnership with the AVP Peer Programs. Contribute to the budgeting and event proposal process with the AVP Peer Programs for all portfolio initiatives.
- Adhere to USC bylaws, policies and procedures.

- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Complete an interim and final report in compliance with the USC's Final Reports Procedure.
- Asks for help with projects and tasks where needed.
- Promote events run by other USC Coordinators.
- Contribute to the budgeting and event proposal process with the AVP Peer Programs for all portfolio initiatives.
- Consult and support the work of the Peer Support Network.
- Sit on working groups and committees at the request of the VP Student Support & Programming.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

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 International Student Support leadership team 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 leadership team, 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.