

## **Position Title:** *Summer Academic Orientation International Student Coordinator*

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### **Position Summary:**

The goal of the Summer Academic Orientation Program (SAO) is to assist first year students with their transition to the university environment and culture. This includes helping first year students get connected, learn more about services at Western, enroll in courses, and explore our campus and meet members of our community before they begin school in September. Over the course of the summer, we see approximately 3500 students and over 4000 guests. Each student has a set of diverse needs and come from all around the world.

As the International Student Coordinator, your role is to work with incoming international students to assist with course registration, academic and social supports, and familiarizing them with campus resources. The International Student Coordinator will aid students from diverse backgrounds, utilizing various communication mediums (Phone, Skype, and Email) to help make their transition to university life successful.

### **What will you gain from this role?**

- Meeting facilitation and presentation skills to varied audiences
- Enhanced communication skills through a variety of mediums
- Further development of your leadership skills
- Experience with event planning and coordination
- Problem solving and mediation practice
- Enhanced organizational skills
- Direct experience working with and providing supports to diverse students

### **Key Responsibilities:**

- Provide support to incoming international students and their families through telephone, Skype, and in-person transition appointments
- Act as a liaison between Western International and Student Experience
- Respond in a timely manner to email inquiries from international student participants and guests
- Develop and update material for the Academic Orientation OWL Site
- Foster an environment that helps international students develop an understanding of supports, services and transition resources
- Display an energetic and enthusiastic attitude

### **What kind of candidate are we looking for?**

- Able to work as part of a team
- Excellent communication skills
- Employs passion, empathy, and a desire to help others
- Enthusiastic and involved member of the Western community
- Experience working with high needs groups, effectively managing conflict with a customer service focus
- Excellent coordination skills and the ability to manage multiple projects and demands

- High attention to detail and organization skills
- Knowledge of supports and services available to students at Western
- Willingness to learn and expand knowledge of campus resources
- Knowledge of course registration and degree requirements
- Ability to take direction and provide leadership accordingly
- Ability to demonstrate professional and appropriate relationships with students, parents and other staff members during training and SAO

## **Preferred Experience:**

- Fluency in Mandarin
- Priority given to students in BMOS and/or Science

## **Position Requirements:**

- Previous experience working with Western International (or equivalent as demonstrated through knowledge of programs and services)
- Minimum 70% academic average (65% in Engineering)
- Western undergraduate student (if graduating MUST be returning to school full-time)
- Completed at least 15 full courses (or equivalent) at Western

## **Position Specifics:**

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### **Term Length:**

Summer Position, June 2, 2019 – August 2, 2019

### **Time Commitment:**

SAO International Student Coordinators will be employed 10 weeks (depending on program requirements). During this time, Leaders will work up to 7- 7.5 hours per day between the hours of 7:00am and 3:00pm. Hours will average 30 per week.

### **Compensation:**

Current rate of pay is \$16.00 per hour (less applicable deductions). You will receive vacation pay at a rate of 4% per month as provided for in the *Employment Standards Act*.

### **Reports to:**

The Coordinator of Student Engagement Programs

### **Application Method:**

Login to [CareerCentral](#), and navigate to the [Campus Student Leader posting boards](#) to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).

### **Western Values Diversity:**

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at [ralary@uwo.ca](mailto:ralary@uwo.ca) or phone 519.661.1111 (89081).