



## International Student Services

MacEwan Student Centre, Room 275  
2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
ucalgary.ca/iss

### Student Engagement Program Assistant (PA) Position Description

**Position Title:** Student Engagement Program Assistant (PA)  
**Department:** International Student Services (ISS)  
**Term:** Fall 2021/Winter 2022  
**Hours:** 10 hours per week (approximately)  
**Length of Position:** Early-August 2021 – Mid-April 2022 (some evenings, statutory holidays and weekend work may be required)  
**Compensation:** \$18/hour

International Student Services (ISS) provides support and information to international students at UCalgary, as well as engagement opportunities for non-international students. Services that we provide include: immigration advising; transitional advising and support; trips and events; and mentorship and language sharing programs.

The Program Assistant (PA) team supports the day-to-day operations of ISS and assists with coordination of the programs that are critical to our support model. PAs have access to all ISS programs and services from early-August to mid-April. This position is a full-time position. All applicants must be available to work from early-August to mid-April. This position is a full-time position. All applicants must be available to work from early-August to mid-April.

na na -4.9 7.1.14 (in)-2.7 (or)-2.9 (d)1.8 (e)-1.9 (r)-2.9 ( to in)2.8 (c)0.8 (r)-2.9 (e)-1.9 (a)0.8 (s)2.5 (e)-1.9 ( s)2.5 (tu)-2.8 (d)1.8 (e)-.3 (n)

# International Student Services

MacEwan



## International Student Services

MacEwan Student Centre, Room 275  
2500 University Drive NW  
Calgary, AB, Canada T2N 1N4  
[ucalgary.ca/iss](http://ucalgary.ca/iss)

Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact [conduct@ucalgary.ca](mailto:conduct@ucalgary.ca). Please note that in submitting your application, you are verifying that you are in good academic standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

### **APPLICATION PROCESS**

Please complete applications online via CareerLink. Only candidates selected for an interview will be contacted. If you have any questions about this position, please email [iss@ucalgary.ca](mailto:iss@ucalgary.ca)

**Deadline to Apply:** Thursday, April 1, 2021