

International Student Services

MacEwan Student Centre, Room 275
2500 University Drive NW

help and advice.

This position will work approximately 10 hours per week. The position is a Student Transition Support

Covid -19 Update: this position will provide remote support to international students in the uncertain nature of Covid 19 impacts and policies. Successful candidates will be required to provide supports, the successful candidate will be required to provide supports, the successful candidate will be required to provide supports. PAs must be flexible and adaptable while navigating the current situation.

SPECIFIC TASKS AND RESPONSIBILITIES

The Student Transition Support Program Assists with the transition of international students and new-to-Calgary students.

Welcome Webinars: Assist with coordination and delivery of welcome webinars for Calgary and new-to-University international students.

International Student Orientation: Assist with International Student Orientation presentation preparation, on-the-day event support, and extended events throughout semester (such as information sessions). Work with Engagement and Outreach to develop informational resources. Work with Engagement and Outreach to develop social media and website content.



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International Student Stories: coordinate monthly event/podcast recording with student leaders on various topics connected to student experience and adaptation to UCalgary life; act as event coordinator and facilitator with supervisor's support; set up Zoom events and coordinate promotion

New-to -Calgary Tours: design training and coordinate volunteers for start of semester tours to orient students to life in Calgary (eg. campus, grocery stores, Calgary public transit) August/Sept and Dec/Jan; coordinate monthly themed tour in Calgary community based on current events around the city or campus throughout academic year (Oct-Dec; Feb-Apr); co-led tours with student volunteers

Training: onboarding to take place in July with direct supervisor

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