

Social Events Program Assistant (PA) Position Description

Position Title: Social Events Program Assistant (PA)
Department: International Student Services (ISS)
Number of Positions: 2
Term:

well as engagement opportunities for international students. Services that we provide include: immigration advising; transitional advising and support; trips and events; art and culture 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 a shared workspace and must work collaboratively with other PAs and with ISS staff to create a positive experience for students who come in for help and advice. This position reports

to the Advisor, International Student Intercultural Programs.

Covid -19 Update: this position will provide remote, online programming for F2021; however, due to the uncertain nature of Covid-19 impacts and policies, if ISS is able to return to in-person programming and supports, the successful candidate will be required to work in-person/on-campus relevant to the PA role. All PAs must be flexible and adaptable while navigating uncertainty for the upcoming 2021/2022 academic year.

SPECIFIC TASKS AND RESPONSIBILITIES

The Social Events Program Assistant is responsible for organizing and facilitating a variety of social events and activities remotely that appeal to the diverse UCalgary international student population and help them experience Calgary culture. If you enjoy having a busy social life and like to meet and interact with a

