

**Student Volunteer and USpeak Global Program Assistant (PA)  
Position Description**

Position Title:	Student Volunteer and USpeak Global Program Assistant (PA)
Department:	International Student Services (ISS)
Number of Positions	1
Term:	Fall 2021/Winter 2022
Hours:	10 hours per week (approximately)
Length of Position:	August 2021– April 2022 (some evenings, statutory holidays and weekend work will be required)
Compensation:	\$18/hour

International Student Services (ISS) provides support and information to international students at UCalgary, as

Intercultural Capacity -building training program (name TBD): Support the pilot of this program. Duties include scheduling sessions and supporting students in registering to attend. Helping to develop assessment of the sessions. Supporting any changes that may be made to program content. There may also be an opportunity to facilitate some sessions. Because it is a pilot, new duties may be identified so flexibility and adaptability will be required.

USpeak Global Program: Act as first point-of-contact for student participants in the USpeak Global program. Help facilitate student matches and aid in providing language learning resources.

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 [ibss@ucalgary.ca](mailto:ibss@ucalgary.ca)

Deadline to Apply: Thursday, April 1, 2021