JOB DESCRIPTION

| **TITLE** | INTERNATIONAL STUDENT REPRESENTATIVE |
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| **Reports To:**  | [INSERT TITLE] |

**Job Purpose**

The primary responsibility of the International Student Representative is to liaise between international students and [Organization Name], advocating for the former as they adapt to [INSERT SCHOOL/OTHER TYPE OF INSTITUTION].

This role is vital to [Organization Name]’s success in providing activities and services that remove barriers and enhance the quality of student and campus life. The International Student Representative helps to build opportunities and authentic connections among diverse students. A successful International Student Representative is a highly organized, natural communicator who understands the needs of international students and can connect them with support to aid their transition to [INSERT SCHOOL/OTHER TYPE OF INSTITUTION] and to Canada.

**Duties and Responsibilities**

* Be a point of contact for students to provide necessary services such as [LIST SOME. Examples: english as a second language (ESL) groups/services, related clubs or associations, finding work, etc.]
* Provide adequate information for a smooth transition to [INSERT SCHOOL OR OTHER TYPE OF INSTITUTION] on issues such as [Insert some. Examples: finding their way around campus].
* Reach out to international students to update them on any particular issues or recommendations such as travel restrictions, Canadian embassy information, student VISA issues etc.
* Be a guide to international students by providing sources to help with cultural shock
* Promote activities that will increase the engagement and participation of international students on campus or within the community
* Attend staff meetings, taking adequate notes and providing input as applicable
* Communicating student feedback to [Organization Name], and recommending or voicing improvements where appropriate
* Assist the Board in other duties upon request

**Qualifications**

* Enrolled at [Organization Name] full-time
* Previous experience in international relations or participating in exchange programs considered an asset
* Solid understanding of the barriers faced by international students and the supports available to assist with them
* Strong communication skills, interpersonal and cross-cultural effectiveness skills
* Ability to build relationships with students and advocate on their behalf
* Organized, detail-oriented, resourceful, flexible and able to work independently and meet deadlines
* Ability to plan, implement and prioritize tasks, optimize resources, and work with others to accomplish goals or priorities
* Strong verbal and written communication skills to deliver information and messages in written and verbal formals

**Working Conditions**

* Flexibility of working hours
* Some travel may be required