

INTERNATIONAL STUDENTS' CENTRE ADMINISTRATIVE COORDINATOR

DUTIES:

- Be responsible to the Vice-President, Student Services and then the President, and on financial matters, shall be responsible to the Vice-President, Finance.
- Provide direction and coordination of the Centre's activities in cooperation with the Programming Coordinator while ensuring the Service Centre meets the needs of students.
- Be responsible for the coordination and the operation of services including, but not limited to: The ISC Gala, Coordination of the International Students Orientation, and other organizations for information sharing and joint action.
- With the assistance of volunteer and work-studies, plan and carry out informational and educational programs on campus including but not limited to: International Students Week and other activities and events run by the centre.
- Recruit volunteers to assist in the Centre's day-to-day operation and special projects; plan volunteer training at least twice a year
- Review and consider volunteer input.

THE SUCCESSFUL APPLICANT SHALL POSSES THE FOLLOWING:

- Membership in the Carleton University Students' Association (i.e. be an undergraduate student at Carleton University).
- Awareness and sensitivity to issues including, but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Excellent interpersonal skills and the ability to work with volunteers both within a group and when unsupervised.

TERM & WAGE:

One year from day of hiring.
\$13.04/hour at 20 hours per week. *This is a unionized position with CUPE 1281.*

DEADLINE FOR APPLICANTS - April 18th, 2016

All applicants must submit a 12-point font, double spaced, three to five page position paper outlining their related experience and ideas for the position. Please ensure the inclusion of a covering letter, resume and two letters of reference.

PLEASE SUBMIT YOUR APPLICATION TO:

Frena Hailekiros, VP Student Services
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