

Job posting - Fall International Orientation Assistant (Event Staffer)

Position Summary:

Under supervision and guidance of the Manager of International Student Development & Communications, the incumbent is responsible for the delivery of Fall term International Student Orientation programming, including the "Meet & Greet" Lounge and Resource Centre for new international students; ISS Welcome Reception; neighborhood familiarization excursions (Bitesize MTL); and the Buddy Welcome Event.

Major Duties and Responsibilities:

Under the guidance of the Manager and in coordination with 2-3 other Winter Orientation Assistants:

- ❖ Handles the set-up, running, and take-down of the ISS Meet & Greet Lounge:
 - Sets up and replenishes snacks, drinks, ISS swag, pamphlets, maps and posters.
 - Acts as host within the lounge: engaging new students in conversation, answering questions, providing referrals and directions.
 - Tracks and reports on the number of students visiting the lounge and captures their feedback.
 - Sets up laptop and projector for info-sessions.
- ❖ Plans Bitesize MTL weekend excursions:
 - Creates the full itinerary and plans all logistics for the excursion
 - Leads groups of new international students on excursions
 - Completes summary report on each excursion
- ❖ Provides logistical support – and acts as a student host - for the International Student Welcome Reception (Sept. 20 afternoon/evening) and the Buddy Welcome event (Sept. 27 afternoon/evening)
 - Helps with event set-up, registration, and crowd management
 - Acts as host and event activity leader
 - Acts as a resource and referral point to new international students
 - Completes summary report of each event

Qualifying Skill and/or Abilities:

- ✓ Experience volunteering and working with international students.
- ✓ Awareness of – and sensitivity towards – international students' needs and issues.
- ✓ Experience living or studying abroad.
- ✓ In-depth knowledge of McGill services and resources.
- ✓ Ability to exercise tact and diplomacy, and respect the privacy and confidentiality of student communications and interactions.

- ✓ Must possess strong organizational skills and show attention to detail.
- ✓ Proven ability to work autonomously and as a member of a team.
- ✓ Ability to take initiative and problem-solve.
- ✓ Excellent spoken and written English. Intermediate-level fluency in French. Other spoken languages considered an asset.

Minimum Training and/or Education: must be currently enrolled as a McGill degree student and eligible for the Work-study program.

Appointment: Casual

Period:

- 1-2 days week of **August 20** (Training – dates TBC) +
- full days **August 27-30** (Meet & Greet Lounge) +
- full days **August 26, September 3, 8, 9** (Bitesize – dates TBC)
- afternoon/evening of **September 20 & 27** (Welcome Reception & Buddy Party)
- additional hours as needed/agreed, such as August 25 or 26 (Parents' Tent)
- Candidates **must be available** for a majority of these dates to be considered; priority will be given to candidates who are available on all event dates.

Hourly rate: \$13.75

Deadline to apply: **Monday, March 26, 2018**. Applications will be reviewed on a rolling basis until the deadline.

Submit applications (CV & Cover letter) to: events.iss@mcgill.ca. Please indicate Fall Orientation Assistant in the subject of the email and include your name in the title of each attached document.

NOTE: Applicants **must** be eligible for the McGill Work-Study Program in both the Summer and Fall 2018 terms.