Student Job Posting

Position: International Student Ambassador (three positions available)
Department: International Services for Students
Dates: End of August – September 2017
Commitment: Contract is for 35 hours of work – shifts will vary and may include weekdays and evenings. Schedule to be determined with supervisor.

General Accountability
Reporting to the Program Assistant, International Student Advising and Programs, the incumbents will be responsible for assisting in the welcome activities of new international students, including International Student Orientation, Residence Move-in and staffing a medical insurance information table.

Duties and Responsibilities
- Attend training in late August [Date TBD] – 2 hours
- Coordinate welcome services at Residence Move-in for new international students [August 30, 2017] – 2 hours
- Assist with volunteer coordination and activities at International Student Orientation [September 1, 2017] – 4 hours
- Staff the medical insurance information table and answer questions about medical insurance coverage [September 5-15, 2017] – 25 hours [shifts TBD at a later date]
- Assist with additional welcome activities and attend debriefing meeting upon completion of contract [Date TBD] – 2 hours

Requirements
- Must be an undergraduate or graduate degree-seeking student at SFU
- If you are an international student you must meet SFU’s and IRCC’s eligibility to work in Canada (see http://www.sfu.ca/students/isap/current/enrollment-requirements.html for more information)
- Knowledge of university systems and resources available to students
- Must be detail-oriented, professional, reliable and punctual
- Must be flexible and able to take initiative as well as problem-solve quickly
- Must be able to work independently under general direction
- Knowledge of Vancouver community services is an asset
- Involvement in leadership positions or SFU volunteer programs are an asset

Compensation
International Student Ambassadors will receive a stipend of $500 upon successful completion of the contract.

How to Apply
Submit your application form [see next page] to:
1. International Services for Students, MBC 1200, 8888 University Drive, Burnaby, B.C. V5A 1S6 to the attention of Misa Kawamo, Program Assistant, International Student Advising and Programs [drop off or fax, 778.782.5880], OR
2. E-mail Misa Kawamo, isap@sfu.ca with subject line “Application for SFU International Student Ambassador”

We thank all applicants for applying. Only those selected will be contacted.

Deadline: Friday, August 11, 2017 by 4:00pm
Application Form

Position: International Student Ambassador
Department: International Services for Students

Applicant Information
Student Name (First Name, Last Name):

Student Number:

Email:

Phone:

If you are an international student:
☐ I confirm that I meet SFU’s and IRCC’s eligibility to work on campus
☐ I have a Social Insurance Number (SIN), or I will obtain a SIN

All students:
☐ I confirm that I will be available for the dates indicated on the job posting

Please describe your skills, knowledge or background. What would make you an ideal International Student Ambassador?

Signature: ___________________________ Date: ___________________________