

Job title and application settings

Assistant in International Affairs

Start date: 01st Oct 2018

End date: March 15, 2019

Application deadline: 15th Sep 2018

Country: Canada

Host organization Information

The host organization is a government-funded college, located in central Alberta. With a student population of approximately 1400, it offers a range of programming that includes 15-week certificate programs up to 4 year applied degrees. The College's International department is responsible for recruiting international students and supporting them during their stay, promoting education abroad program, supporting institutional risk management initiatives, participating in international development projects, and campus internationalization

Internship Details

- Plan and organize events put on by the College International to support international students during their stay at the College (e.g. cultural celebrations, information sessions, year-end parties, etc.)
- Provide background research on the following areas: recruitment markets, education abroad programs, international partnerships, international development projects, and other areas
- Promote the College International programs and activities to students and advise students on their existing options
- Collaborate with the College employees and town members to promote international activities throughout the town to build connections between the College and the community
- Represent the College International at campus and local events
- Support the College International in communicating with various stakeholders through social and other media
- Support the creation and maintenance of promotional materials and databases
- Administrative tasks related to the business of the College International

Supervision/ Monitoring

The Director, the College's International Department

Working hours per week

36.25

Remuneration

From \$13.60/hour to \$15.00/hour

Required skills and qualification

Level of study / study cycle

Bachelor's or Master's

Field of Study:

Any field of study, but preferred fields include: - agriculture; - international relations; - business, - communications, - political science, - humanities

Language proficiency

English - excellent level written and conversational

Required skills / Qualification

- Excellent communication skills
- Strong intercultural communication skills
- Strong work ethic and ability to work with little supervision but as a strong team-player
- Proficient in Microsoft Office Applications

Additional Skills / Abilities

- Knowledge of agriculture-related fields (preferred)
- Comfortable living and working in a small town
- Willingness to learn and show initiative

Exchange program framework:

ASiiA