

## York International

Job Title:	<b>Student Coordinator, Graduate Student Engagement</b>
Position Start Date:	September 2020
Position End Date:	April 2021
Hours per Week:	10 hours
Hourly Wage:	\$14.50
Position Type:	<b>Part-Time Student (Casual Employee)</b>
Number of Positions:	<b>1</b>

### **\*\*Position notes:**

1. *Mandatory training will take place on one day between April 3-10*

### **Job Description:**

York International falls under the Division of Students portfolio and is a central source of international student support and global engagement at York University. Reporting to the Associate Director, International Student and Scholar Services and working closely with other York International staff, the **Student Coordinator, Graduate Student Engagement** will act as a leader in developing graduate student support programs facilitated through York International. The **Student Coordinator, Graduate Student Engagement** will provide leadership to the undergraduate student staff teams that connect international students with information about a variety of on and off-campus services and programs, as well as promote international engagement and student community building for graduate students.

Through this role, the **Student Coordinator, Graduate Student Engagement** will have opportunities to develop and enhance specific skills in the following competencies:

1. Research
2. Communication
3. Collaboration
4. Global Citizenship (understanding of global perspectives)

### **Work Performed - Specific Duties and Responsibilities:**

- Act as a graduate student lead in the planning and implementation of graduate international student transition initiatives during the academic year.
- Work as student lead on projects related to graduate international student orientation and campus transition initiatives for international students.
- Develop a calendar of events to engage graduate international students.
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- Assist with compilation of research for orientation and transition programming targeted towards graduate students.
- Assist with representing York International in graduate student outreach events around campus as assigned through webinars, social media, posters, videos etc. to promote a vibrant International student community.
- Connect and collaborate with campus partners regarding relevant graduate student resources e.g. Writing Centre and refer students to appropriate on-campus and community resources.
- Stay in regular contact with supervisor and communicate updates regularly to appropriate York International team members and campus partners.
- Escalate serious problems or matters to the appropriate full-time staff.
- Perform other duties as assigned.

## Qualifications:

### Education, Experience, Skills & Qualifications

- Current graduate York student (we encourage applicants from diverse programs of study).
- Knowledge of cross-cultural experiences and the unique needs of being international students or internationally minded students and experience working with people from different backgrounds/cultures.
- Working knowledge of York International student programs and services.
- Experience and familiarity with York campus life/knowledge of York University student services, resources, and activities.
- Demonstrated skills in leadership for training, event planning and management.
- Fluent in one or more languages is an asset: such as French, Spanish, Mandarin, Cantonese, Arabic, Hindi, Urdu, Portuguese, Swahili, Vietnamese, Korean, Japanese, etc.
- Familiarity with social media, skype, telephone and email, and an interest in using it as a tool of student engagement, as well as experience using and configuring technical tools.
- Application of cultural awareness in written, verbal and non-verbal communication.
- Connecting with others across differences of culture, experience, identity etc.
- Excellent communication skills; professional demeanour, public speaking and presentation proficiency.
- Excellent research skills.
- Excellent time management skills.
- Excellent computer skills (word processing, email, database management, spreadsheets).
- Demonstrated ability to learn and take initiative, adaptability, approachable, knowledgeable and open to self-directed learning.

### All candidates must be:

- Proficient with MS Office such as Word, Excel, PowerPoint.
- Professional, punctual and reliable.
- Able to maintain confidentiality & keep accurate and detailed records.

## Personal and Professional Development:

As part of the work experience, you will be asked to create meaningful goals and objectives, recognize the value of your experiences, identify the leadership and career competencies you gain through these experiences and confidently articulate your skills and experiences, whether it's for a future job or further education opportunity. Throughout your experience you will have the opportunity to meet regularly with your coach to set goals and objectives, report and reflect on your progress and get valuable feedback.

## Student Learning Components:

### *Orientation, Training and Ongoing Professional Development*

- York International offers comprehensive training that includes topics such as expectations, leading a team, handling various common scenarios, handling detailed logistics, prioritizing tasks and communicating with the team (including project specific training).
- Ongoing training and professional development will be provided for this role. The **Student Coordinator, Graduate Student Engagement** will be assigned resources to consider for reflection during meetings with the supervisor.

### *Feedback, Ongoing Support and Reflection*

- The **Student Coordinator, Graduate Student Engagement** will be asked to participate in professional goal-setting, regular self-assessments and performance review process with the supervisor each term. The supervisor will provide regular feedback, coaching, and discuss challenges and successes as they arise.
- The **Student Coordinator, Graduate Student Engagement** will have regular 1-1 meetings with their supervisor to provide written summaries and updates on the status of their projects and identify any challenges they are facing as well as work in collaboration with the supervisor to determine areas for support and solutions.

### *Networking and Mentorship Opportunities*

- Opportunity to work collaboratively with professional staff of the York International and learn more about York International functions.
- Opportunity to meet and interact with diverse cultures and groups.
- Opportunity to learn and develop knowledge about the international education community.
- Opportunity to serve as a role model.
- Opportunity to engage with graduate students (international, exchange, international student researchers and others).

### *Personal and Professional Development, Classroom and Workplace Competencies*

- Exposure to and experience working in a professional office environment.
- Enhanced leadership and collaboration skills.
- Experience with public speaking, presentation, and communication of programs and services that can enhance their academic ability to communicate ideas concisely.
- Experience with intercultural communication and awareness and development of global competencies.
- Improve familiarity with campus resources and referrals for students.
- Development of planning skills including time management, prioritization, communication with participants, promotion and event execution.
- Development of independent problem solving abilities.
- Ability to articulate self-directed learning outcomes thorough reflection and feedback with the team and supervisor.