

Job Title: **Student Coordinator, Global Peer Program**
Position Start Date: September 2021
Position End Date: April 2022
Hours per Week: 15 hours
Hourly Wage: \$15
Position Type: **Work/Study**
Number of Positions: **2**

****Position note:** *this role is pending work/study funding approval*

Job Description

York International, under the Division of Students portfolio, is a central source of international student support and global engagement at York University. The **Student Coordinator, Global Peer Program** will support new international students with their transition to York University and Canada as a part of the York International team. Through the York International Global Peer Program, the **Student Coordinator, Global Peer Program** will connect new international students to Peer Mentors and provide information about a variety of on and off-campus services and programs, as well as promote international student community building.

The **Student Coordinator, Global Peer Program** provides support for all programming while developing valuable skills and work experience for the workplace. This opportunity also provides student staff with experiential on-the-job training and mentorship under the guidance of a student team lead and full-time staff members.

As part of the **Student Coordinator, Global Peer Program** experience, students will participate in [Becoming YU](#), a program designed to support students in:

- Creating meaningful goals and objectives.
- Recognizing the value of their personal, academic and professional experiences.
- Identifying their leadership and career competencies and skills gained through these experiences
- Articulating their skills and experiences with confidence, whether it is for a future job or further education opportunity.

Specific Duties and Responsibilities:

- Support the planning and implementation of transition events, programs, and initiatives for the Global Peer Program.
- With guidance from the Student Lead, Global Peer Program and professional staff, facilitate social and transition-related events and activities for the Global Peer Program e.g., welcome events, themed events etc.
- Respond to questions from students in a professional manner and refer more complex or sensitive enquiries to the full-time staff at York International and other departments.
- Refer students to appropriate on-campus and community resources.
- Work collaboratively with teammates, volunteers, and student leaders to facilitate peer-to-peer learning and foster a global community.
- Outreach to international students through various avenues to promote the Global Peer Program.
- Provide administrative assistance as assigned (e.g., monitoring registration, matching peers, record keeping of participants, photocopying, and email correspondence).
- Stay in regular contact with the team lead 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:

Experience, Skills & Qualifications

- Current undergraduate York student (we encourage applicants from diverse programs of study).
- Knowledge of cross-cultural experiences and the unique needs of being an international student.
- Experience in actively planning student events and activities.
- Working knowledge of or participation in the York International Global Peer Program is an asset.
- Knowledge of campus and community resources, including academic, social, safety, health, cultural and others and able to refer students as appropriate.
- Fluent in one or more languages is an asset: such as French, Spanish, Mandarin, Cantonese, Arabic, Hindu, Urdu, Portuguese, Swahili, Vietnamese, Korean, Japanese, etc.
- Familiarity with social media, Zoom, 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 time management skills.
- Positive, motivated and takes initiative.
- Open to feedback and able to adapt to change.

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.

Student Learning Outcomes:

Orientation, Training and Ongoing Professional Development

- York International offers comprehensive training that includes topics such as giving and receiving feedback, active listening, event and project management, teambuilding, overview of their role and professional communication.
- Ongoing training and professional development will be provided for this role. Throughout the year, professional development sessions such as community building, making referrals, intercultural communication and leveraging their experience for their resume/future careers.
- Students will have the opportunity to document their personal and professional reflections that will be used for development during their time as a **Student Coordinator, Global Peer Program**.
- Students will have an opportunity to be mentored by the **Student Lead, Global Peer Program** as well as professional staff in York International.

Feedback, Support and Reflection

- The **Student Coordinator, Global Peer Program** 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, Global Peer Program** 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 cooperatively with the team lead and the full-time York International team in the accomplishment of joint tasks and common objectives.
- Opportunity to meet regularly with the team lead and other student staff to report and reflect on the progress of their skills development and goals and obtain valuable feedback.
- Opportunity to develop personal and professional skills to highlight on their resume, including communication, teamwork, problem solving, goal setting and time management.
- Opportunity to set learning objectives and outline specific tasks that will be accomplished as part of the position/role.

Personal and Professional Development, Classroom and Workplace Competencies

- Experience within a professional office environment.
- Experience with public speaking, presentation, and communication of programs and services that can help improve their academic ability to communicate ideas concisely.
- Experience with intercultural communication and awareness.
- 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.