Global Families Program Assistant (PA)

Position Title: Global Families Program Assistant (PA)
Department: International Student Services (ISS)
Term: Spring 2020/Winter 2021
Hours: 10 hours per week (approximately)
Length of Position: May 2020 – April 2021

International Student Services (ISS) provides support and information to international students at UCalgary, as well as engagement opportunities for non-international students. Services that we provide include: immigration advising; transitional advising and support; trips and events; and mentorship and language sharing programs.

The Program Assistant (PA) team supports the day-to-day operations of ISS and assists with coordination of the programs that are critical to our support model. PAs have access to a shared workspace and must work collaboratively with other PAs and with ISS staff to create a positive experience for students who come in for help and advice.

This position involves approximately 10 hours per week from May to April. Because this position is event-based, hours may fluctuate from week to week, depending on what events are scheduled. This position reports to the Advisor, International Student Intercultural Programs.

SPECIFIC TASKS AND RESPONSIBILITIES

The Global Families Program Assistant will be responsible for organizing and facilitating a variety of activities and workshops that focus on community-building between international students and their families at the University of Calgary. The type of activities/workshops offered should be family-focused and appeal to the interests of a variety of groups including: people with different cultural backgrounds, parents, couples, and children, as well as to exchange, undergraduate and graduate students. Examples of events/workshops include potluck dinners, zoo trips, and education workshops for children. Events and workshops will require mainly evening and weekend work.

Specific duties include, but are not limited to the following:

- Organize and lead monthly family-friendly trips both in and out of Calgary. Past events have included: Calaway Park, Calgary Corn Maze, Flying Squirrel Trampoline Park, etc.
- Organize and lead monthly family-friendly events on-campus. Past events have included: Minds in Motion STEM workshops for children, climbing wall, swimming, racquetball & squash games
- Work with external vendors, prepare cost estimates, order tickets, and arrange event logistics
- Work with ISS staff and campus partners (Family Housing, the Graduate Students' Association, etc.) to host collaborative events and workshops and to cross-promote services for families
- Work with Student Engagement PA to gather event photos, testimonials, and evaluation data to share on various ISS platforms (social media, electronic posters, and website); consult with Student Engagement PA for event support and promotion as needed
• Attend monthly planning meeting with ISS staff
• Attend monthly planning meeting with ISS staff, Family Housing representative, and GSA representative
• Maintain communication channels with students and their families including sending out a monthly email with information about upcoming events and workshops on and off-campus that are relevant to families
• Prepare budgets, advertise events, book buses, order tickets and collect event evaluations
• Other duties as assigned.

QUALIFICATIONS:
• Completed at least one academic year at UCalgary and in good academic standing
• Able to work collaboratively with other Program Assistants and with ISS staff
• Demonstrated professionalism, attention to detail, and good judgment
• Demonstrated ability to balance academics with extracurricular commitments
• Strong written and verbal communication skills
• Proficiency in Microsoft Office applications (Word, Excel and PowerPoint)
• Knowledge of University of Calgary culture, policies, procedures, and operations and an understanding of the challenges and issues that new-to-Calgary students may encounter
• Cross cultural experience from student activities, work, volunteering, or study abroad is an asset
• Previous event planning experience is an asset
• In good standing with the Student Conduct Office

COMMITMENT:
The time commitment of this position is on average 10 hours per week, but this may vary depending on what events have been organized each week. Your hourly commitments includes:
• A weekly two-hour shift at the front desk
• A bi-weekly one-hour PA meeting
• A monthly meeting with Family Housing and the GSA
• Event planning and attendance

CONDUCT STATEMENT
This position requires students to be in good conduct standing for non-academic misconduct. Students who are not in good conduct standing have an active sanction of “Probation for Non-Academic Misconduct” that has been assigned through formal conduct proceedings per the Non-Academic Misconduct Policy. Students are informed in writing of the sanction by the Student Conduct Office. Note: Involvement in the Non-Academic Misconduct process does not automatically mean a student is not in good conduct standing; this applies only to those students who have been assigned the sanction of Probation for Non-Academic Misconduct. If you have been found responsible of a violation of the Non-Academic Misconduct Policy and you are unsure if you have received this sanction, please contact conduct@ucalgary.ca. Please note that in submitting your application, you are verifying that you are in good academic standing and consent to this being verified by the Student Conduct Office. Note that details of non-academic misconduct cases are not shared through this process.

This position is not currently accepting applications.

international.advice@ucalgary.ca