



Social Events Program Assistant (PA) Position Description

Position Title:	Social Events Program Assistant (PA)
Department:	International Student Services (ISS)
Number of Positions	2
Term:	Fall 2021/Winter 2022
Hours:	10 hours per week (approximately)
Length of Position:	August 2021 – April 2022 (some evenings, statutory holidays and weekend work will be required)
Compensation:	\$18/hour

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 August 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.

Covid-19 Update: this position will provide remote, online programming for Fall 2021; however, due to the uncertain nature of Covid-19 impacts and policies, if ISS is able to return to in-person programming and supports, the successful candidate will be required to work in-person/on-campus relevant to the PA role. All PAs must be flexible and adaptable while navigating uncertainty for the upcoming 2021/2022 academic year.

SPECIFIC TASKS AND RESPONSIBILITIES

The **Social Events Program Assistant** is responsible for organizing and facilitating a variety social events and activities remotely that appeal to the diverse UCalgary international student population. experience Calgary culture. If you enjoy having a busy social life and like to meet and interact with a wide range of students in a social setting, this position is for you!

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

- Organize and facilitate online social events. Past events have included: online games, culture exchange events, discussion groups, etc.
- Work with external vendors, prepare cost estimates, order tickets, and arrange event logistics
- Promote events and encourage student participation in other ISS programming

- Coordinate multiple social events during orientation week for new international students
- Work collaboratively with the other Social Events PA on a start of semester Welcome Event for new international students, as well as other events throughout the semester
- Coordinate monthly Global Café events. This is a monthly cultural exchange event often run in collaboration with a student club. Past Global Café events have included: Origami, Diwali celebration, Lunar New Year celebration, k-pop music event, etc.
- 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 bi-weekly planning meeting with other Events PA and ISS staff
- Attend on-boarding session in August (date TBD)
- Assist with International Student Orientation (date TBD)
- 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

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.

Please complete applications online via CareerLink. Only candidates selected for an interview will be contacted.

If you have any questions about this position, please email iss@ucalgary.ca

Deadline to Apply: Thursday, April 1, 2021