



# DEPUTY INTERNATIONAL COMMISSIONER

## OVERVIEW

The Deputy International Commissioner is responsible for assisting the International Commissioner with advocating for, and organizing events related to, the support of graduate and professional international students. The Deputy International Commissioner works closely with the Queen's University International Centre and University committee relating to international students. The Deputy International Commissioner may also assist the other three Commissioners as needed.

The term of employment begins October 7<sup>th</sup>, 2018 and ends April 30, 2019. The International Commissioner has a salary of \$250 per month.

## KEY RESPONSIBILITIES

- Attending meetings with the four Commissioners, the other Deputy Commissioners and the VP Community
- Attend relevant committees at the direction and discretion of the SGPS Executive
- Organize and help facilitate social events throughout the academic year, including family-friendly activities
- Solicit feedback from SGPS members regarding the types of social events they want
- Implement the decisions and vision of the SGPS as an organization

## QUALIFICATIONS

- Must be a currently registered SGPS member
- Experience planning events is an asset
- Confident and creative self-starter who can effectively multi-task
- Problem solver with a strong attention to detail
- Excellent communication skills, both written and verbal

## RENUMERATION

\$250 per month

## TO APPLY

To apply for this position, please submit a resume and cover letter (with student number) to the attention of the VP Community, Isabel Luce, to [apply@sgps.ca](mailto:apply@sgps.ca). Please specify that you are applying for the Deputy International Commissioner position in your subject line.

Applications are due on October 1<sup>st</sup> at 5pm. For more information, visit [www.sgps.ca](http://www.sgps.ca).

*your* **SGPS**