DEPUTY INTERNATIONAL STUDENT AFFAIRS COMMISSIONER

OVERVIEW

The International Student Affairs Commission advocates for, and organizes events related to, the support of graduate and professional international students. The Commission’s mandate is to foster an increased awareness of issues facing international students on campus and finding and implementing ways to address these issues with appropriate people and entities on and off campus, including (but not limited to) the Queen’s University International Centre (QUIC) and university committees.

The Deputy International Student Affairs Commissioner works with the International Commissioner to fulfil the function of the International Student Affairs Commission as defined above. They report to the SGPS VP (Community). The term of employment begins on October 1, 2021 and ends April 30, 2022. The Deputy International Student Affairs Commissioner has a salary of $250 per month ($1750 for the full seven-month term).

KEY RESPONSIBILITIES

- Assisting and supporting the International Student Affairs Commissioner, which may include:
- Submitting monthly written reports to and attending meetings of Council;
- Developing a year plan specific to their position;
- Helping to transition new people into the role of International Student Affairs Commissioner at the conclusion of their term;
- Upholding the mandate of the International Student Affairs Commission defined above;
- Ensuring constant representation of international student opinions, concerns, and issues;
- Advising the SGPS Executive, Council, Graduate Student Trustee, and Student Senators on how to approach and tackle international student issues;
- Establishing and maintaining communication with international students and groups on campus;
- Guiding and assisting the development of policies regarding international student issues at the SGPS, AMS, and/or university level; and
- Promoting the organization of social, academic, outreach, and political events pertaining to international students.
- Other duties as required

QUALIFICATIONS

- Must be a currently registered SGPS member
- Interest and familiarity with international student issues and advocacy
- Confident and creative self-starter who can effectively multi-task
- Good organizational and time management skills
- Experience with representation, networking, and communication is an asset
- Problem solver with a strong attention to detail
- Excellent communication skills, both written and verbal

RENUMERATION

$250 per month ($1750 for the full seven-month term, about 10 to 12 hours of work 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, Anthony Lomax, at apply@sgps.ca. Please specify that you are applying for the Deputy International Student Affairs Commissioner position in your subject line.

The SGPS is committed to promoting a fair and equitable selection process and work environment that is inclusive and barrier free. We provide equal employment opportunities for all individuals regardless of age, sex, disability, race, ethnic origin, citizenship, creed, sexual orientation, marital status or any other grounds as described in the Human Rights Code. Applicants with a disability need to make any accommodation requests for the interview process known in advance. The Executive Hiring Team will arrange for reasonable accommodations in accordance with the Human Rights Code which will enable you to be assessed in a fair and equitable manner.

Applications are due on September 12, 2021 at 11:59pm. For more information, visit www.sgps.ca.