

### Background

The mandate of the International Student Affairs Coordinator shall be to foster an increased awareness of issues facing international students on campus and endeavour towards finding and implementing means to address these issues with appropriate people and entities on and off campus.

### Job Requirements

- chair the International Student Standing Committee in the event that no other members of the committee other than paid SGPS staff and appointees volunteer for this task
- supporting and advising the International Student Affairs Commissioner in their work
- attending meetings and committees as delegated by the International Student Affairs Commissioner
- organizing any events or workshops that affect international students
- assisting in the development of policies and research pertaining to international students
- uphold SGPS policies that favour international students.
- The International Student Affairs Coordinator shall report to the International Student Affairs Commissioner.

### Remuneration

The International Students Affairs Coordinator has a yearly salary of \$2000.

### To Apply

To apply for this position, please submit a resume and cover letter to the attention of Sean Richards, Executive Director. Resumes and cover letters should be submitted to [info@sgps.ca](mailto:info@sgps.ca). Alternatively, you can submit your application documents in hard copy at the SGPS office.

**For application deadline:** <http://www.sgps.ca/jobs/jobs.html>