

POSITION TITLE: Global Engagement Liaison - Activities and Projects
REPORTS TO: Associate Director, Office of Global Engagement
DATE: June 2016
LOCATION: Comox Valley

SUMMARY

The Global Engagement Liaison – Activities and Projects, is responsible for the planning and implementation of campus-based and extra/co-curricular programming that promotes and facilitates the college community's engagement and awareness of global citizenship at North Island College. Under the general supervision of the Associate Director, Office of Global Engagement, and in consultation with colleagues in the OGE office, Student Services, local community organizations, and relevant faculty, the OGE Liaison will respond to the five strategic internationalization priorities as outlined in NIC's Plan2020 with a focus on the core activities of Internationalization at Home, Study Abroad, and OGE Contract Training.

DUTIES & RESPONSIBILITIES

1. Coordinate institutional OGE internationalization events and/or projects ensuring faculty and student participation, as well as learning opportunities that highlight NIC's global engagement activities (e.g. International Education Week, International Development Week, guest speakers, intercultural effectiveness, PD events, etc.). In consultation with the AD, OGE, develop and oversee the budget for these events and projects.
2. Support OGE and student-led activities, events, and endeavours that encourage development of leadership, cultural inclusiveness and understanding. Assist in developing, documenting, implementing and maintaining practices, processes and procedures that are effective and efficient in a cultural and logistical context, working in collaboration with OGE team members. Maintain records and produce statistics as necessary regarding participation rates in various activities, events, and endeavours.
3. Update and revise registration forms, pre-departure information, international student handbook, and other documentation related to international students arriving on campus.
4. Ensure accuracy and relevancy of web content for study broad, internationalization, and student activities.
5. Plan and coordinate the International Student Orientation program and logistics, collaborating closely with Student Services to ensure inclusion and integration into the NIC New Student Orientation, as well as orientation of all students to NIC's opportunities for global engagement at home and abroad. Work with OGE staff as well as stakeholders internal and external to the College to deliver orientation programming that reinforces integration of domestic and international students as an integral outcome.
6. Welcome and provide support to students upon their arrival on campus (including exchange and contract/customized training students) by arranging orientation to campus, translation and tours, as well as assistance with cultural adjustment. Make appropriate referrals to other student services when necessary.
7. Maintain promotional materials, forms, and emails integral to study abroad. Clearly communicate steps for paperwork flow and online administration with rest of staff, students and other offices and monitor that flow.

8. In collaboration with the Associate Director set the yearly calendar for all international student activities. Develop, update, and maintain a student activities database.
9. Coordinate a student mentorship program that pairs domestic student volunteers with international students to support their cultural adjustment to Canada.
10. Recruit, train, and oversee the activities of student volunteers to develop and support internationalization activities.
11. Liaise with Student Services to maintain a database of current exchange partnerships.
12. Promote study abroad opportunities to NIC students. Provide information in a variety of formats (one-on-one meetings, classroom presentations, coordination of fairs, etc.) on matters such as program options, visa process, travel orientation, vaccination requirements, travel preparation, insurance, course transfer process, and funding options. Monitor the istudyabroad@nic.bc.ca email and respond to inquiries, applications, etc.
13. Ensure study abroad applications are completed accurately and efficiently. Work with the Associate Director, OGE to review applications.
14. Assist students throughout the study abroad process. Ensure risk management policies are communicated.
15. Liaise with faculty regarding processes for exchange and field schools. Ensure risk management policies are communicated.
16. Coordinate the Uniterra Students Without Borders program.
17. Coordinate the development, implementation and delivery of activities for international contract training projects in collaboration with the Executive and Associate Director, OGE.
18. Liaise with internal and/or external clients, faculties, schools and individuals to develop and implement contract training programs. Work closely with the OGE team and internal stakeholders to deliver programs corresponding to external clients' needs.
19. Ensure consistent high-caliber programming through the active engagement of participant feedback.
20. Research and stay up to date on approaches to and developments in Internationalization at Home (including pre-departure and orientation programs), Study Abroad, and Contract Training.
21. Other duties as may be assigned from time to time by the Associate Director.

REQUIRED EDUCATION & EXPERIENCE

- Minimum Bachelor's degree in international education, global development studies, international affairs, higher education administration, or related field; or equivalent post-secondary education.
- Some formal intercultural training at the post-secondary level.
- Minimum three (3) years related work experience including experience in collating and analyzing participant and stakeholder feedback of educational activities and programs in an educational environment, or related setting, to ensure high-caliber programming.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Excellent oral and written communication skills in English
- High-level proofreading, copy-editing and writing skills
- Proficient in MS Office applications in a networked computer environment, as well as proficiency with web-based publishing tools, web-based applications and social media
- Resourceful with high-level organizational skills; attentive to detail as it relates to activity/event/program planning and implementation
- Able to work independently with minimal supervision in a fast-paced team environment that demands efficiency in multi-tasking and prioritizing work
- Adaptable to changing priorities and circumstances
- Proven ability to interact, communicate, and collaborate effectively with students, staff, and faculty in a supportive and responsive manner
- Experience in student mentoring and supervision, as well as group facilitation skills
- Experience in developing programming for faculty, staff, and students designed to enhance understanding of diversity and intercultural communication and interaction

- High intermediate level of oral proficiency in a language(s) most commonly spoken among international students preferred, and/or extended experience in an immersion setting where English is not the primary language
- Experience living and working in a foreign country and culture
- Thorough understanding of and commitment to international education and the needs of international students
- Thorough understanding of internationalization in higher education
- Willing and able to work varied and flexible hours, especially during peak work periods
- Driver's licence and willingness to work off-site and/or at various campuses