**Title of Position:** International Student Ambassador

**Division/Department** : Student Services

**Job Duties**

* Assisting in the development of a database to track off-campus housing information for international students
* Assist the International Student Services Coordinator with organizing and planning the International Student Orientation including volunteer recruitment and participating in the orientation sessions
* Assist with marketing information on social media and responding to inquiries from international students
* Liaise with incoming international students to assist with transition support logistics and information services
* Assist the International Student Services Coordinator with other related international activities such as welcome/orientation events, clerical duties such as updating spreadsheets, assisting with arrival services coordination, preparation of housing kits, etc.
* Assist with special projects and the Peer Mentor Program.

**Qualifications**

* Must have completed at least one full semester at Fleming and currently be a full-time Fleming College student in good academic standing (any program)
* Demonstrated interest and experience in international learning and support for international students including but not limited to knowledge of various cultures, current or prior experience in travel and international education
* Excellent communication and interpersonal skills to effectively relate to students, faculty and staff at the College
* High level of organizational skills with the ability to multi-task
* Ability to work independently and inter-dependently as part of a team
* Awareness of and respect for cultural diversity
* Ability to work with a variety of software applications including word processing, data entry and extraction, spreadsheets, and databases
* Familiarity with social networking applications (e.g. Facebook) is an asset
* Volunteer experience while at Fleming is an asset but not required.

**Additional Information ie special equipment or travel**