

#62980

Division Administrative Job Descriptions**Position Title:** Homestay and Activities Assistant**Reports To:** Manager, International Student Program**Supervises :** N/A**Job Summary:** To provide assistance to international students, homestay families and schools; and to act as a liaison for international students as required.**Key Accountabilities:**

1. To organize team building and cultural activity programs for international student; and to track monies, tickets and attendance.
2. To communicate with students, homestay families and schools regarding activities; to develop the ISP community, both student and homestay, and to increase student belonging.
3. To act as a liaison and communicate with external agencies as required; and to create a monthly newsletter for agents and homestays and assist with the development of other marketing materials.
4. To assist with student and homestay orientation sessions and other planned meetings as well as professional development for staff.
5. To keep informed about student progress and intervene where required and to make home and school visits as required.
6. To assist in the placement of students and coordinate and accompany students during arrival to and departure from Winnipeg.
7. To photograph student activities, create social media posts and organize/archive photos and videos.
8. To respond to emergent situations as required.
9. To assume other responsibilities as required.

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Required Education and Experience:

- A Bachelor's degree in a related discipline
- 2-3 Years of related experience in the field of International Education
- Additional training in cultural diversity and student acculturation
- Valid driver's license and legally registered vehicle
- The ability to work a flexible schedule including evenings and weekends
- The ability to speak additional languages would be considered an asset
- An equivalent combination of education and experience may be acceptable to the Division.

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