

**International Student Assistant (ISA)
Dal-AC International
Faculty of Agriculture, Truro, NS**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

The Faculty of Agriculture, offers technical, undergraduate and graduate programs in agriculture, environment and related life and social science disciplines. The Faculty of Agriculture educates future leaders and generates knowledge and innovative solutions for healthy, sustainable societies.

International at the Faculty of Agriculture in Truro, Dalhousie University (Dal-AC) is responsible for carrying out internationalization initiatives. This includes development and management of international projects and global education and student mobility opportunities in cooperation with faculty and staff. The team provides support for international curriculum and research, and coordination of information on internationalization activities to the campus and community. As part of this learning opportunity, the incumbent will assist International Office staff with the following duties:

Duties:

- Develop, refine and maintain promotional communications materials: website content for International including global education activities, projects, newsletters, social media releases, student targeted brochures, development project profile sheets etc.
- Support global education initiatives including student mobility and global community activities
- Provide administrative and logistical support to international projects including supporting international visitors attending training at the Faculty of Agriculture
- Assisting with organization of online international conferences and symposiums including Global Reach
- Assist with development, coordination, and delivery of International Education Week (IEW) and International Development Week (IDW)
- Coordinate and assist with public engagement activities and other events that increase the profile of the Faculty of Agriculture, International on campus, in the community and within the greater Dalhousie University
- Coordination of other activities as assigned
- Administrative tasks as needed

Qualifications:

- Must be a current university student in any discipline of undergraduate programs within the Faculty of Agriculture
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred
- Be legally entitled to work in Canada in accordance with Nova Scotia legislation and regulations
- Strong English verbal and written communication skills are required, competency in public speaking/presentation an asset
- Must demonstrate cross-cultural competency, international experience is an asset
- Must be proficient with the use of Social Media platforms including Facebook, Twitter, TikTok, Instagram
- Must have strong computer skills, including competency in Microsoft Office Suite (especially EXCEL). Graphic design, web design and multi-media editing skills are considered an asset
- Must be flexible and have strong organizational skills

- Driving license and own vehicle is considered an asset
- Must be knowledgeable of the Dalhousie University Faculty of Agriculture and the agricultural industry in Atlantic Canada
- First-Aid/CPR, WHMIS, Occupational Health & Safety training and international experience are assets

This position is full-time - 35 hours per week over the summer period, including some weekends and evenings (additional hours may be required at times) and is **dependent on Canada Student jobs funding being approved**. Continued employment at reduced hours over 2023/24 academic year, will be negotiated during the summer, if available. This will be within student employment regulations.

Tentative start date 01 June 2023. Applications will be accepted until 13 May 2023. Forward resume and cover letter to lntdalac@dal.ca

We thank everyone for their interest, only successful candidates will be contacted for interview.