Student Position
Residence Office and King’s International
International House Coordinator – LIVE IN (academic year)

Job Title: International House Coordinator – live in student position (Part Time)

Description: Responsible for supporting International House residents, providing transitional resources and assistance and developing community among the residents through programming and events. In general, attending to the smooth operation of the house and addressing concerns as they arise. Also responsible for maintaining active involvement in King’s International programming throughout the year. Must live in International House. The position reports to the Residence Manager and the Manager, King’s International.

Qualifications: Excellent interpersonal skills (including cross-cultural competency), communication skills, and organizational skills are required. Attention to safety and security measures, and the ability to work independently are required. Excellent problem-solving abilities are essential to this position. Demonstrated maturity, integrity, academic success (minimum 65% average), intercultural understanding, and sensitivity towards adjustment and diversity issues are also essential qualifications. Residence experience and inter-cultural experience is preferred. Applicants must be registered at King’s, Western, or affiliates in September 2017.

Type of Job: Part time – equivalent of 15 hours per week

Start Date: Thursday, August 24, 2017 (mandatory training/Bridging Program August 24-September 3, 2017)

Ending Date: Tuesday, May 1, 2018

Work Hours: Not typically specified. In order to provide students with the assistance they may require personally and/or academically, and to maintain an atmosphere conducive to community living, study and rest, the International House Coordinator is expected to maintain a regular and active presence in the house.

Stipend: $4514 (Residence fees and mandatory meal plan are required. Projected 2017-2018 fees are $10,378)

Interested Persons May Apply To:

Doreen Vautour, Residence Manager & Coordinator of Student Activities, King’s University College
dvautour@uwo.ca

Please include a cover letter, current resume and the names and contact information of 2 references in your application package.

Application Deadline: March 13, 2017