



Title: International Student Representative

Department: Students' Representative Council ("BUSRC", or the "SRC")

Term of office: May 1, 2023 – April 30, 2024

Expected Hours: 5-10 hours per week

Honorarium: \$600

Summary:

As a member the SRC Board of Student Representatives (BSR), the International Student Representative is responsible for representing the interests of students at Bishop's University, in particular, international students. The main role is to liaise with international students as well as inbound exchange students to address and communicate any issues related to their student experience, while advocating on behalf of international students at both SRC and University committees. The International Student Representative will ensure the follow-up of international student concerns by conducting research and direct consultations with current students, other student organizations, and/or University administrators.

Requirements:

- Must be a full-time or part-time student at Bishop's University, enrolled for the 2023-2024 academic year
- Must be an International Student of Bishop's University

Nature of Duties and Responsibilities:

- Liaise with students to address and communicate issues;
- Receive concerns, feedback and/or criticism pertaining to the SRC or University, in relation to any element of the international student experience;
- Follow-up on international student concerns, by conducting research and direct consultations with current students, other student organizations and university staff and administration;
- Advocate on behalf of international students as well as inbound exchange students, at both SRC and University committee meetings;
- Be available and accessible to meet with students for a minimum of two hours per week (SRC Offices, SUB Lobby, etc.), in addition to meetings of the SRC Board of Student Representatives;
- Work closely with relevant SRC extracurricular groups and campus organizations;
- Maintain a collegial and collaborative relationship with the Bishop's staff members responsible for international and exchange students
- Relay findings, recommendations and issues to the Board of Student Representatives, SRC Executives and the students;
- Volunteer as necessary for SRC events and operations such as Safewalk, Blood Drive, study hall, etc.;



- Sit on various committees, including the SRC Equity, Diversity and Inclusion Committee
- May be called on to sit on University hiring committees
- Submit a report to the BSR on all projects, affairs and operations of their position during their term of office. This report will be due upon the date of the final BSR meeting of each semester and it must follow the final report procedure as set out by the BSR.

Recommended Skills:

- Good interpersonal skills
- English language – oral and written
- French communication skills are an asset
- Ability to work in groups and individually
- Self-motivated and organized

This is an elected position, chosen during the SRC General Elections, voted on by International students. The nomination period runs from Monday March 6 until Thursday March 9 at 3 p.m. Applications received after that time will not be accepted.

To apply, complete the Nomination Form for the General Elections. All forms must be completed and submitted in the beige SRC drop box found in the SRC Office near the entrance, by 3 p.m. on Thursday March 9. The box is clearly marked for nomination forms.

There will be a mandatory Candidates Meeting for all those running on Friday March 10 at 12 noon in McGreer 100.

The voting period for these positions will run from Tuesday March 21 to Wednesday March 22.

For further information about the election and candidacy, please contact Karen Dymond, Secretary General, at srcsg@ubishops.ca or Mackenzie Poulin, Deputy Returning Officer, at srcelections.ca. For information about the position and its duties, please contact Olivia Woods, Vice President Student Life at srcstu@ubishops.ca.