



**Title:** International Student Representative

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

**Term of office:** May 1, 2024 – April 30, 2025

**Expected Hours:** 5-10 hours per week

**Honorarium:** \$600 (one-half paid at the end of each term)

**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 2024-2025 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 (SUB Lobby, etc.),
- Attend bi-weekly 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 Pet Support Day, Blood Drive, Study Hall



- Sit on various committees, including the SRC Equity, Diversity & Inclusion Committee
- May be called on to sit on University hiring committees
- Submit reports 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

**How to apply:**

This is an elected position, chosen during the SRC General Elections, voted on by International students of Bishop's University.

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. The box is clearly marked for nomination forms. Nominations received after 12 noon on Thursday March 14 will not be accepted.

Candidates must attend the Mandatory Candidates Meeting on Friday March 15 at 12 noon in McGreer 100.

Voting will be held from 12:01 am on Monday March 25 until 11:59 pm on Tuesday March 26, 2024.

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