

International Student Support Centre (ISSC) Lead

Semester position dates:

Fall 2025: August 20, 2025 - December 9, 2025

Winter 2026: January 6, 2026 - April 13, 2026

Total hours per week: approx. 10 hours/week, with flexibility on a needs basis

Compensation: \$18/hour

Eligibility: Open to all MRU students

[The International Student Support Centre](#) (ISSC) at MRU provides a vibrant space for students from all backgrounds to meet other MRU students as well as students studying on exchange. The ISSC is staffed by student leaders and volunteers who are trained to provide information on all International Education programming, support students, and lead peer-driven programs that connect international and domestic students. The ISSC team meticulously plans and crafts opportunities for students to engage in enjoyable social and cultural activities. They also educate the MRU student community about study abroad programs and opportunities while providing a dedicated space for students to convene, practice language, study, meet new people, and learn from each other.

Recognizing that peer engagement is a powerful resource, the ISSC Lead will develop sustainable programming that supports international students, engages the MRU population, and promotes the benefits of international opportunities and global citizenship both locally and abroad.

Duties and Responsibilities

- Coordinate a motivated and engaged team of volunteers to create a vibrant and active ISSC;
- Create, implement, and maintain regular, ongoing events and activities in the ISSC to meet the needs of our various student groups;
- Organize, execute, and support socially & culturally focused events with an intent to bring international and domestic students together to build community;
- Collaborate with the International Education Intern and liaise with International Education staff;
- Increase awareness of the International Student Support Centre and develop more student engagement;
- Represent and promote International Education and Study Abroad opportunities (field

schools, exchange, and international work placements) at events on campus (including participating in new student orientation, hosting information booths and classroom visits);

- Develop digital and print materials;
- Provide administrative and event support to the team as needed.

Skills and Competencies required for this role

- Ability to lead, organize, and inspire a group of volunteers to participate in supporting the ISSC and to participate in ambassadorship activities around campus;
- Friendly, positive, energetic, and able to work well in a team;
- Ability to knowledgeably represent MRU and International Education;
- Patience and understanding, particularly when working with new, multilingual students who may not be familiar with some Canadian customs or may not be comfortable speaking the English language;
- Experience planning and leading events;
- Experience in marketing and promotions;
- Ability to be creative and resourceful;
- Strong communication and interpersonal communication skills;
- Ability to engage students from various backgrounds with a focus on relationship building.

Hours & Schedule of Work

The ISSC Lead will work 10 hours per week.

With consideration of the Lead's course schedule, it is expected that the majority of these hours will normally be completed during the opening hours of the ISSC. Work hours will be flexible and some evening and weekend hours will be required as per programming and event schedules.

Application Deadline

March 21, 2025 or until a suitable candidate is found.

Application Process

Please send your resume and cover letter to international@mtroyal.ca Please specify if you are applying for the intern or lead position in your email.