

# **Wong International Centre Live-in Student Assistant\***

**May 1, 2015 – April 30, 2016 (negotiable)**

## **Requirements:**

- should be a student at Acadia University, preferably in 3<sup>rd</sup> or 4<sup>th</sup> year
- should be in very good/excellent academic standing
- should be mature and responsible in her/his decisions
- must be willing and able to live in the Wong International Centre
- must have excellent time management skills
- must be familiar with the organization and functioning of the Wong International Centre
- must be interested in international activities and involved in the international community at Acadia University
- must have strong spoken and written communication skills and excellent understanding of cross-cultural communication.
- must be comfortable organizing and supporting international activities, international student orientations and all events at the Wong International Centre
- must be flexible with scheduling
- must be well organized
- must be tidy and have good housekeeping skills

## **Details of position**

- No scheduled working hours, student assistant must be flexible 10-15 hours per week approximately (40-60 hrs per month). **The position is for the 2015/2016 Academic Year. It begins May 1, 2015 and is ideal for a student taking summer courses**
- Position offers a room in the Wong International Centre in lieu of monetary payment. This means you get to live at the Centre and use the house, including internet access and phone (local calls) in exchange for working as a live in student assistant. **There is no monetary payment for this position.**
- Live in Student Assistant must be available as needed **and will be required to stay at the Wong International Centre throughout the Winter Break and Study Break.**

## **The Live-in Student Assistant is responsible for:**

- All house bookings for events and should assist the groups that use the centre facilities. The Centre is available for bookings by on campus and off campus groups. The Live-in Student Assistant must maintain regular contact with the person(s) booking the centre. This includes making arrangements prior to the booking (ordering chairs, booking facilities, contact with booking group etc.), making sure supplies are adequate, the Centre is clean and organized, greeting guests, and helping as needed with events.
- Familiarizing themselves with the needs of international students and planning, promoting, and implementing monthly activities.

- Ensuring the house is clean. This includes washing dishes, keeping the fridge and microwave clean. This job also may include buying groceries for the Wong Centre as needed. Cleaning and organizing the attic storage space, etc.
- Maintaining contact with Physical Plant Services regarding maintenance work and repairs to the building if necessary. The Centre should always be in a condition that allows other groups to use all facilities. It should be tidy, organized and in good repair. The yard should be clean and the general appearance of the house welcoming and tidy. He or she should be physically able to do some manual labour such as lifting, assembling tables, moving furniture, etc.
- Welcoming guests or arrivals at any time of the day *as necessary* (because the student assistant lives at the Wong International Centre). The student assistant may be required to help with luggage, assist with campus tours, and have an excellent rapport with Safety and Security. The student assistant opens the house every day at 8:00am and closes at 10:00pm.
- Dealing with a variety of situations which requires flexibility and patience. In addition, the student assistant should support the work of the Coordinator of International Education, Administrative Assistant, and International Education Intern (I.e.: mail pick up, shopping for supplies, helping with campus tours etc.).

**POSITION EFFECTIVE**  
***May 1, 2015 – April 30, 2016***

**Supervisor:**

The Live-in Student Assistant reports to the Coordinator of International Education

**Application Deadline**

Please submit your resume and cover letter to the  
Wong International Centre by  
**Monday, March 16, 2015**

Email your resume and cover letter to [janet.harnum@acadiau.ca](mailto:janet.harnum@acadiau.ca) or  
drop it off at the Wong International Centre Room 105 between the  
hours of 10:00am and 3:00pm.

***\*This position was formerly known as the Wong Centre's House Manager.***