

## ASiiA Job Offer

Reference Number	
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Job title and application settings			
Job Title	Assistent in International Affairs		
Start Date	September 15, 2018	End Date	March 15, 2019
Application Deadline	August 30, 2018	Internship Duration	6 months
Hours Per Week	36.25	Flexible on Dates?	Yes (September start preferred)

Company Information			
About the Company	<p>Olds College is a government-funded agriculture-focused college, located in central Alberta. With a student population of approximately 1400, Olds College offers a range of programming that includes 15-week certificate programs up to 4 year applied degrees. Olds College International is responsible for recruiting international students and supporting them during their stay, promoting education abroad program, supporting institutional risk management initiatives, participating in international development projects, and campus internationalization.</p>		
Contact Person	For further information please contact Daryna Dechryeva	Email	asiia@leo.tu-dresden.de

Internship Details	
Tasks	<ul style="list-style-type: none"> <li>- Plan and organize events put on by Olds College International to support international students during their stay at Olds College (e.g. cultural celebrations, information sessions, year-end parties, etc.)</li> <li>- Provide background research on the following areas: recruitment markets, education abroad programs, international partnerships, international development projects, and other areas</li> <li>- Promote Olds College International programs and activities to students and advise students on their existing options</li> <li>- Collaborate with Olds College employees and town members to promote international activities throughout the town to build connections between the College and the community</li> <li>- Represent Olds College International at campus and local events</li> <li>- Support Olds College International in communicating with various stakeholders through social and other media</li> <li>- Support the creation and maintenance of promotional materials and databases</li> <li>- Administrative tasks related to the business of Olds College International</li> </ul>

<b>Supervision/ Monitoring</b>	Supervision and mentoring will be provided by the Director, Olds College International.	
<b>Required Skills to Fulfill Tasks</b>	<ul style="list-style-type: none"> <li>- Excellent written and verbal English skills</li> <li>- Excellent communication skills</li> <li>- Strong intercultural communication skills</li> <li>- Strong work ethic and ability to work with little supervision but as a strong team-player</li> </ul>	
<b>Required Computer Skills</b>	- Proficient in Microsoft Office applications	
<b>Field of Study Required</b>	Open to students from any field of study, but preferred fields of study include: <ul style="list-style-type: none"> <li>- agriculture</li> <li>- international relations</li> <li>- business</li> <li>- communications</li> <li>- political science</li> <li>- humanities</li> </ul>	
<b>Level of Studies Accepted</b>	Currently In	Already Completed
	Bachelor's X	Bachelor's X
	Master's X	Master's X
	Ph.D.	Ph.D.
<b>Language Level Required</b>	English - excellent written and verbal skills	
<b>Other Skills or Qualifications</b>	<ul style="list-style-type: none"> <li>- Knowledge of agriculture-related fields (preferred)</li> <li>- Comfortable living and working in a small town</li> <li>- Willingness to learn and show initiative</li> </ul>	

<b>Remuneration</b>	
<b>Payment</b>	until October 1 is \$13.60/hour and then it increases to \$15.00/hour for the remaining period
<b>Non-monetary Benefits</b>	None