

VICE PRESIDENT EXTERNAL

Working as part of the executive team, the Vice-President External is responsible for working with external community partners to facilitate international student community integration. In this capacity, the incumbent will keep a pulse on community events and programming of interest and encouraging our students to attend. Additionally, VP External will also work with partners in Ontario to assist in planning out of town events.

Responsibilities

- Working with external partners to coordinate programming efforts and assist international students with community integration
- Facilitate community integration through programming and event promotion
- Keep apprised of North Bay community events and events of interest in larger cities such as Toronto, Ottawa, Montreal, etc. that students may be interested in attending
- Promote ISMP and external partner programming to international students and mentors
- Oversee proposal development and assist mentors with programming planning and preparation
- Assist in coordinating and delivering mentor training and mentor retreat
- Assist in running monthly mentor meetings and semester group meetings
- Provide positive and constructive feedback to mentors and mentees where required
- Maintain open communication with executive team, mentors and mentees
- Attend weekly ISMP exec meetings
- Assist the mentors with making meaningful connections
- Act as a role model and mentor to the mentors and groups
- Assist in recruitment efforts for the next academic year

Skills/Attributes

- Strong leadership, program planning and organization skills
- Ability to work effectively with others and as part of a team
- Flexible, proactive and a self-starter
- Ability to uphold the spirit of ISMP and act in a professional and responsible manner
- Embody the role of the ISMP mentor
- Confident, fun and outgoing
- High level of commitment to the ISMP program and its outcomes