

## VICE PRESIDENT INTERNAL

Working as part of the executive team, the Vice-President Internal is responsible for working with internal departments at the university to coordinate shared events, assist in promoting our events to the larger campus, raising awareness of our programs and making connections between international students and campus life.

### Responsibilities

- Working with residence to coordinate assisted programming efforts, promote our programs and help our international students with their integration into the residence community
- Connecting with the campus community and various departments and clubs to keep apprised of events, programs and opportunities that align with ISMP goals and/or are of interest to the group
- Assist the WUSC (World University Service of Canada) Chair with implementing WUSC initiatives and programs. Which includes attending the WUSC monthly meetings.
- Promote ISMP and campus programming to international students and mentors
- Oversee ISMP programming recruitment and assist executive team and mentors in recruitment endeavors
- Coordinate participation in Club Days (set up booth, recruit volunteers) to promote the program
- Create, update and manage the calendar of events
- 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 and collate agenda items for the 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 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