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**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** International Student Wellness Assistant (ISWA)

**Job Number:** A-405

**NOC:** 1221

**Band:** 6

**Department:** Trent International

**Supervisor Title:** Associate Vice President, Trent International

**Last Reviewed:** September 17, 2020

**Job Purpose**

The scope of responsibility supports the mental health and wellness of international students throughout their lifecycle as a Trent University student, from acceptance to graduation. Reporting to the Associate Vice President, International, the International Student Wellness Assistant (ISWA) supports student mental health and wellness through delivering meaningful, engaging, and culturally appropriate programming, and by providing one-on-one support to international students in need.

Working as part of the Trent International team, the ISWA will have key role in developing a calendar of workshops and events to foster resilience and promote mental health and wellness of Trent’s international students. These events will promote health practices and policies, improve the health and well-being of international students as well as global and cultural awareness.

Under the direction of the Associate Vice President, International, and the International Student Advisor, the ISWA will plan, promote, deliver and host events, with an emphasis on creating engaging online content that can be transferred to an in-person context when necessary.

Key programming includes but is not limited to building resilience, managing stress, understanding seasonal affective disorder, staying connected while studying online, and cross-cultural education, and supporting racialized communities.

This position has a university-wide mandate and is based at the Peterborough campus. The incumbent provides cross-cultural and wellness communication expertise to all Trent campuses. This position offers an opportunity to make the international student experience a positive one.

**Key Activities:**

1. Develop and present a series of online and in-person mental health-promotion workshops for international students recognizing that the audience may include low level English proficiency;
2. Create a series of marketing and communications material to be available to international students;
3. Work with current wellness support departments;
4. Responsible for peer supports and assistance to individuals to promote and educate a healthy lifestyle;
5. Identify areas where mental health supports for international students can be improved;
6. Meet one-on-one with international students to discuss their mental health concerns. Support, triage, refer, and connect them to on and off-campus resources as appropriate;
7. Fosters collaborative relationships between Trent International and on- and off-campus partners;
8. Strengthens the relationship between Trent International and the international student community through the coordination of engaging programming and events;
9. Monitors and reports on projects’ successes and challenges;
10. Provides logistical support for Trent International events;

**Education Required**

* Bachelor’s Degree, College Diploma (3 years)

**Experience**

* Two years of related work experience
* Excellent organizational skills
* Ability to communicate effectively
* Demonstrated written and verbal communication skills
* Ability to work cooperatively in a variety of setting
* Must be available to work some evenings and weekends as required (TIO takes place on Labour Day weekend and in early January)
* Demonstrated proficiency with MS Office suite of programs (Word, Excel, PowerPoint), as well as web-based communications and social networking tools
* Proven ability to work on multiple tasks and determine priorities in a busy, fast growing, multi-campus environment
* Proven ability to work effectively in a diverse team environment
* Social work or nursing background preferred
* Fluency in another language preferred
* Other duties as assigned