

**Job Title:** Student Refugee Program (SRP) Coordinator

**Position classification:** Project Assistant

**Job description**

The Student Refugee Program is the flagship initiative of the World University Service of Canada (WUSC) a Canadian non-profit dedicated to improving education, employment, and empowerment opportunities for youth around the world. The SRP combines resettlement with opportunities for higher education in Canada and is the only program to hold agreements with Immigration, Refugees, and Citizenship Canada to bring refugee students to study as permanent residents. The SRP operates on 80 campuses across the country and has been the focus of the WUSC-UBC local committee since 1981.

The SRP Coordinator assumes a management role for the eight SRP scholars arriving to UBC annually and works alongside the WUSC-UBC local committee (LC), a volunteer group led by UBC students, to ensure that incoming SRP scholars receive the necessary support needed to thrive during their studies at UBC.

**Duties and Responsibilities**

*Pre-arrival and Ongoing Responsibilities*

- Organizing and assisting the LC with the student selection process.
- Completing any administrative duties issued by Canadian Immigration Commission (CIC) associated with the sponsorship of students.
- Act as the primary contact between the LC and WUSC-Ottawa (Headquarters) and the CIC. This includes managing the LC's online portal to WUSC-Ottawa "My Committee" and communicating with WUSC's Campus Engagement Liaison Officer.
- Apply for funding from WUSC-Ottawa to support LC and SRP social activities.
- Direct the activities of the SRP Support Coordinators (volunteer members of the LC).
- Prepare and communicate the SRP yearly budget to the LC.
- Handle and account for monthly SRP expenses such as tutoring fees for SRP scholars and manage the Student Refugee Reserve Account credit card.
- Collaborate and support the WUSC Project Assistant and the International Transition Advisor.

*Post-arrival specific duties*

- Organize and attend to the arrival of SRP scholars throughout August 2018.
- Work with the International Transition Advisor, Enrolment Services Professionals, and Faculty Advisors to identify scholarship and funding sources relevant to the academic and

professional development of SRP scholars. This may also include identifying part-time job opportunities.

- Advertise and organize opportunities for SRP scholars to attend the annual WUSC International Forum and Leadership Training Conferences.

- Act as a point of contact for SRP scholars and schedule regular meetings to support their transition into life at UBC and Vancouver. This includes identifying any academic or personal concerns of the students and referring them to the appropriate resources on campus.

- Establish relationships with local settlement agencies and assist SRP scholars in connecting with relevant organizations, if requested.

- Plan orientation and resettlement activities for the newly arrived SRP Students with the International Transition Advisor, the SRP Support Coordinators and the SRP Community Liaison.

### **Reporting**

The SRP Coordinator reports to the AMS VP Finance and supported by WUSC-UBC President, Work learn and AMS Permanent staff (per work learn requirement)

### **Qualifications**

The success of the SRP Coordinator relies heavily on the collaborative efforts of the LC, the International Transition Advisor, and the greater UBC community. The successful candidate will possess strong individual initiative, diplomacy, and leadership skills, as well as an empathetic and culturally aware mindset. Qualifications include:

- Has completed at least 16 months of study as a UBC student and will be enrolled in Sept 2018.

- Able to commit to a minimum of 15 hours per week during academic terms and minimum of 20 hours per week during the summer.

- Able to hold this position as their only part-time job alongside their studies.

- Familiarity with current issues in forced migration and resettlement.

- Ability to work with students with diverse cultural and historical backgrounds.

- A wide knowledge of academic and non-academic resources relevant to international UBC students.

- A working knowledge of the Canadian immigration and legal system as it pertains to the position.

- Must be able to organize, prioritize, and assess multiple streams of work and adapt accordingly.

- Experience or interest in understanding the administrative and financial structure of the World University Service of Canada.

- Experience working with WUSC or similar organizations is an asset.

### **Student Learning Components**

### *Training and Ongoing development*

- The SRP Coordinator will receive hands-on training from current SRP Coordinators and the LC's executives to become familiar with the financial and administrative structure of the WUSC-LC.
- The SRP Coordinator will have access to the wealth of training opportunities available from WUSC-Ottawa, ranging from the online training videos and best practices, active participation in the annual Leadership Conference, and will receive informal guidance through working alongside the WUSC Campus Engagement Liaison Officer.
- Through active participation in the work of the LC, the SRP Coordinator will develop familiarity with the administrative structure of UBC's International Student Development office, the Canadian Immigration Commission, and the World University Service of Canada.

### *Networking and Mentorship Opportunities*

The work of the SRP Coordinator is inherently collaborative and the successful candidate will develop networks at multiple institutions and government bodies including:

- UBC: The International Transition Advisor and WUSC Project Assistant at the Simon K.Y. Lee Global Lounge and Resource Centre, Enrolment Services staff, AMS Executive Council, Faculty Deans and Heads of Department, and the WUSC-UBC Local Committee.
- WUSC-Ottawa: The Campus Engagement Liaison Officer, Program Officer, and Senior Manager of Campus Engagement.
- Government of Canada: Immigration and Refugee Board of Canada, Refugee and Humanitarian Resettlement Program.
- Associated NGOs: Canadian Global Campaign for Education, Immigrant Services of BC, MOSAIC, and the Canadian Council for Refugees.

### *Classroom and Workplace Competency Development*

The SRP Coordinator will develop a versatile skillset, requiring effective communication and project management with stakeholders ranging from university staff, to undergraduate students to government agencies. We expect the successful candidate to develop:

- Leadership skills including project management, professional conduct, diplomacy, conflict resolution, cultural awareness and sensitivity, and inclusivity.
- Financial literacy, management, accounting, and communication.
- Knowledge of the network of resources available across UBC and Vancouver as it pertains to the SRP.
- Development of confidence in problem solving, learning new disciplines, dealing with setbacks, and communication skills (including interpersonal, conference-style presentations, and leading meetings).
- Development of world view and current geopolitical landscape through interaction with students and colleagues from a diverse cultural background.