

## CGU STELLA for staff 2019

*Professional Mobility Programme for Services Staff*

### PLACEMENT OFFER MTR01

INFORMATION OF HOST UNIVERSITY	
<b>Name of institution:</b>	Mount Royal University
<b>Address:</b>	4825 Mount Royal Gate SW, Calgary, Alberta, Canada, T3E 6K6
<b>Telephone:</b>	1-403-440-5005
<b>Web:</b>	<a href="http://www.mtroyal.ca">www.mtroyal.ca</a>
<b>Short description:</b>	Mount Royal University is a small (10,000 students) entirely undergraduate post-secondary institution located in Calgary, Alberta. We place an emphasis on student experience with small class sizes, enhanced student supports and services, and a close-knit campus community.
INFORMATION OF PLACEMENT OFFER	
<b>Department:</b>	International Education
<b>Description of activities:</b>	<ul style="list-style-type: none"> <li>• Support during events for international and exchange students.</li> <li>• Responding to student enquiries and learning about campus services</li> <li>• Working on promotions to encourage Canadian students to study abroad (in the country that the beneficiary comes from and surrounding area).</li> <li>• Collaborating with the rest of the team with ongoing projects and bringing a unique perspective to our projects.</li> <li>• Potentially (depending on skills) providing intercultural competency training for student volunteers.</li> </ul>
<b>Working languages:</b>	English
<b>Working place:</b>	Coordinator, International Education
<b>Mobility period</b>	To be agreed with the candidate
<b>Length:</b>	10 working days
<b>Daily working time:</b>	8:30am-4:30pm
<b>No. of offered placements:</b>	1
<b>Is the university offering accommodation?:</b>	<input checked="" type="checkbox"/> Yes Indicate conditions: by payment (likely at a significantly reduced rate); can't be guaranteed but will likely be an option.
<b>Is the university offering any supplementary contribution?:</b>	<input checked="" type="checkbox"/> No
CURRICULAR PROFILE OF CANDIDATE	
<b>Required experience:</b>	<ul style="list-style-type: none"> <li>• Experience working in an international education office preferred.</li> <li>• Experience with exchange and mobility preferred.</li> <li>• Experience in marketing or communications preferred.</li> </ul>
<b>Required skills:</b>	<ul style="list-style-type: none"> <li>• English proficiency.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Basic computer skills.</li> </ul>	
Category	<input checked="" type="checkbox"/> Diploma <input checked="" type="checkbox"/> Degree <input type="checkbox"/> Postgraduate degree	<input type="checkbox"/> Master <input type="checkbox"/> Doctorate Other: