



Volunteer Position: Outgoing Exchange Coordinator

Estimated Time Commitment (per week): 5 hours (average), 10 hours (peak)

Primary Responsibilities

- Recruit/Raise awareness of IAESTE among students in Canada by
 - working with Universities/Career Offices
 - organizing information sessions
 - marketing/social media
- Respond to inquiries from students in Canada looking for international opportunities
- Evaluate student applications
- Manage available international placements
- Review student applications and offer response and allocate placements according to multiple criteria
- Work with selected students through the nomination process
- Prepare documents
- Communicate with international IAESTE offices to process nominations and acceptances for students in Canada.
- Follow up with returning students

Required Skills

- Leadership
- Communication skills
- Organized, attention to detail
- Self-motivated, dedicated and able to work with minimal supervision
- Desire to learn new skills and continuously build on existing ones

Please note, the position of Outgoing Exchange Coordinator is not open to students who are looking to go abroad themselves in 2015.

To apply, please send a CV and cover letter to volunteer@iaestecanada.org