

COLUMBIA BIBLE COLLEGE

Job Description – International Student Host

Vision – International Connections (IC) is a community and a space for multicultural CBC students (e.g. Returning ICS interns, international students, and missionary kids) to belong in the greater IC family and be empowered and supported in their journey of becoming a part of the wider culture of CBC.

Mission – The International Student Host (ISH) leader builds a network by connecting multicultural CBC students, cultivating hospitable gatherings for international students, and providing practical help and support for international students.

The International Student Host (ISH) is required to meet the following expectations:

- The ISH must be a mature, responsible student, who is respected within the CBC community.
- The ISH is expected to uphold all CBC community standards.
- The ISH is expected to have completed at least one year of academic studies at CBC.
- The ISH is expected to have a 2.5 cumulative GPA.
- The ISH is expected to be enrolled in a minimum of 9 academic hours per semester
- The ISH is limited to 18 academic hours per semester.
- The ISH must either be an international student or have lived outside of Canada for a significant period of time.

Compensation:

- The International Student Host will receive a \$1,150.⁰⁰ stipend for the academic year.
- The International Student Host may be eligible to receive Service Practicum credit for their role.

Job Responsibilities:

1. Hospitality:

- a. Cultivate gatherings for IC:
 - Carefully and responsibly administer the budget received from STUCO.
 - Keep accurate records of expenditures including receipts and budget totals.
 - Create a space for returning ICS interns, missionary kids, and international students to share their experiences and further engage those experiences with the CBC community.
 - Once a month, create a gathering for the international students, missionary kids, and ICS interns; allowing them to build community. (We

encourage the ISH to allow bicultural students to bring their local friends at CBC to share cultures).

- Manage and use the International Connections channel under Columbia Students in MS Teams to advertise events, meetings and important information for International Students.
- b. Provide practical help and support for the international students:
 - Be a representative for international students, returning ICS interns, and missionary kids, bringing any needs, concerns or questions to STUCO and Student Development to help find solutions.
 - Help international students with such matters if needed:
 - Bank accounts and finances.
 - Problems caused by visas, insurance, phone accounts, etc.
 - Help run errands outside of CBC.

2. Pastoral Care/Mentoring:

- a. Build a network of bicultural CBC students by intentionally forming personal relationships with bicultural CBC students.
- b. Invite mature students in the International Connections community to assist the ISH in taking care of international students.
- c. Look for, mentor and disciple potential future International Student Hosts.
- d. Sit down with the future International Student Host to go through this job description as well as explain the challenges faced, words of encouragement and advice, and important considerations for one's position.

3. Accountability and Support:

- a. Attend bi-weekly Leadership Connection sessions with all student leaders.
- b. Attend all Chapels.
- c. Assist in the setup, take down and facilitation of new student welcome and orientation at the beginning of both the fall and winter semester.
 - i. In particular, assist in the welcoming new international students by collaborating with the Associate Dean of Students to facilitate an international student orientation at the end of the first week of classes.
- d. Complete all summer assignments on time.
- e. Be in full attendance at fall and winter Leadership Training.
- f. Meet with the Global Connections leader once a month to spiritually grow together and talk of how to care for international students, ICS interns, and missionary kids.
- g. Maintain a close working relationship with the Associate Dean of Students through monthly meetings for mentoring, demonstrating willingness to pursue personal growth.