



1. The **International Student Coordinator** shall:
 - a. Serve a term of office from the first of May to the thirtieth day of the following April;
 - b. Chair the International Affairs Committee;
 - c. Maintain a collaborative relationship with the Director of Entertainment and Activities to ensure that the MASU is planning and executing events that also represent international students;
 - d. Assist with the advertisement of any international student event put on by the MASU or the International Centre;
 - e. Maintain a collegial and collaborative relationship with the University's International Student Advisor, the VP International & Student Affairs, and the Director of International Services in order to be aware of events and emerging issues from the International Centre if necessary;
 - f. Work in collaboration with the International Student Representative to develop new ideas and initiatives for increasing the participation of international students in MASU and University initiatives;
 - g. Complete tasks as required by Council, the MASU, and assigned by the Vice President, Student Life;
 - h. Report to the Vice President, Student Life no less than once per month
 - i. Attend the annual MASU Jobs Fair;
 - j. Attend the annual MASU Training Day in the winter semester;
 - k. This position cannot be held concurrently with the International Student Representative;
 - l. Not be an Officer of the Students' Administrative Council, as defined in Paragraph 12 of the General By-Laws;
 - m. There is an honorarium with this position; and,
 - n. A final report is required to be submitted to the Human Resources Manager.