

Dear Students,

The SAY International Office and Public Relations (KKIH) is currently seeking 20 undergraduate students for its leadership team. Team roles (see below for full descriptions) include communications, college and student group liaison, treasurer, secretary, public relations, and event coordinator.

All positions will require a commitment of approximately 5-10 hours per week. Applicants must be available before and during the summer program event.

**Application Deadline:** Act quickly! Positions will be filled as soon as we receive qualified applicants!

**To Apply:** [Download the application](#) and email the completed form to [iopr.say@gmail.com](mailto:iopr.say@gmail.com)

**Open Position:**

*1. Secretary*

Coordinate and oversee the communication of the IBP team in order to meet the program vision and goals

Duty:

- a. Record and distribute meeting minutes
- b. Maintain updated calendar of:
  - Event Deadlines
  - Newsletters and mass emailing
  - Key due dates
  - Meeting times and locations
  - Coordinate monthly newsletter
- c. Event follow-up including publicizing outcomes of events
- d. Update surveys and organize focus groups if needed
- e. Organize Welcome Party/ Ferewel with the event coordinator

*2. Public Relations*

Develop and maintain a communication strategy for large group outreach in order to meet the program vision and goals

- Create advertising for events
- Manage social media
- Publicize recruitment
- Create videos for event documentation
- Maintain historical records, photos and videos

### *3. Field Events Coordinator*

Develop events that provide a sense of community and belonging in order to meet the program vision and goals

- Co-coordinate large groups events with program coordinator and other team members
- Develop agendas, team member coordination and logistics for each event Facilitate small event proposals and grants
- T-shirt design and ordering
- Liaison: attend pre- and post-event evaluation meetings
- Reserve spaces for monthly mentor meetings
- Help International Office and Public Relation (KKIH) staffs coordinate the New International Summer Program

### *4. Students Buddy Friendship*

Makes a friendship developed over time and not just in the classroom with the international students. But make and take the time to be true friend and try to spend time with your buddy in other contexts such as the classroom or extra activities. You do not need to (nor can you) spend every moment with your buddy, but all friendship require a different amount of work to keep going. This may be an opportunity for new friendship for you – be open to it! And remember to introduce your buddy to your other friends- this is how we all expand our circle of friends