



INTERNATIONAL YOUTH INTERNSHIP PROGRAM

**ACADEMIC/STUDENT SUPPORT OFFICER
DOMINICA STATE COLLEGE
ROUSEAU, DOMINICA
MAY 24 – DECEMBER 2, 2022**

BACKGROUND

The International Youth Internship Program offers Canadian post-secondary graduates the opportunity to gain professional experience through international development work. College of the Rockies, Bow Valley College and Selkirk College are providing opportunities to 28 young Canadians in 2022 to support sustainable international development initiatives with partners in Africa, Central America, and the Caribbean. The program, which is funded by Global Affairs Canada, is part of the Government of Canada's Youth Employment Strategy.

INTERNSHIP DESCRIPTION

This internship is being hosted by Dominica State College (DSC), which is located in Roseau – the capital of Dominica. The College is the country's only public higher education institution and is responsible for educating and training the majority of citizens seeking access to higher education in Dominica. DSC offers 33 associate degree programs with a focus on technical and vocational education and training, a Bachelor of Science in nursing, and six certificate programs.

The Academic and Student Support Officer will work under the supervision of the Dean of Academic Affairs and Dean of Student Affairs and will provide support to the Academic and Student Affairs offices. In particular, the intern will:

- Coordinate a project aimed at identifying courses and majors with high drop out rates. The project will focus on identifying reasons for the high drop out rates and determine how the tutoring services (PAL) can assist with reducing the occurrence.
- The intern will also work with the student services team and academic team to create an official policy to allow students with examination anxieties or other disabilities that affect performance during tests or exams, to be given special allowances. The policy will also establish the protocol for students to report *in confidence* such issues
- Liaise frequently with the Office of Academic Affairs in order to identify and support students who may have academic challenges and therefore could benefit from the PAL program
- Assist with communicating DSC Student Affairs and Academic Affairs initiatives to staff, students and the wider public
- Assist with the data collection, data entry for summation of reports

ELIGIBILITY

- Canadian citizen or permanent resident of Canada between 19 and 30 years of age
- Graduate of a diploma or degree program (as of the start date of the internship)
- Have not previously participated in the International Youth Internship Program

QUALIFICATIONS

This opportunity is a good fit for candidates who have:

- A diploma or degree related to education; social work; community development; child, youth and family studies, etc
- An appreciation for and commitment to contribute to improving access and supports for students with disabilities
- The ability to quickly learn new systems and functions as needed
- A high level of self-direction and accountability
- Strong communication, writing, research and problem solving skills
- Proficiency in the use of Word, Excel, and PowerPoint
- An open mind, a desire to learn and to contribute to learning, and the ability to get along with others, particularly in situations outside the applicant's comfort zone
- The ability to adapt to challenging circumstances and work with limited resources
- The ability to work in a cultural environment that is still self-developing, and would be different from that which he/she has been accustomed to
- The ability to work in settings with diverse personalities
- Ability to multi-task

Other qualifications that might contribute to a successful internship are:

- Volunteer or work experience in an educational setting
- Volunteer or work experience in an office setting
- Previous experience in a developing country
- Volunteer or work experience with individuals who face barriers to accessing education opportunities on a basis equal to others
- Experience in research, online learning, data collection

In addition, interns will be required to do the following:

- Comply with College of the Rockies' risk management plan and emergency protocols
- Conduct themselves in an ethical manner, respect local customs, and comply with Canadian and Dominican law
- Participate in, and be present during, all aspects of the program, including:
 - Online preparation assignments
 - Pre-departure training and related activities in Cranbrook, BC
 - Reintegration and public communications activities and Cranbrook, BC

FINANCES

College of the Rockies will assist with arranging accommodation abroad and provide a modest monthly stipend to support interns' living costs. The College will arrange and cover the costs of travel to / from Cranbrook, BC for pre-departure / reintegration activities, accommodation in Cranbrook, travel to and from Dominica, and health insurance. In addition, the College will reimburse interns for costs associated with obtaining a Dominican visa and will contribute to costs related to vaccinations / travel medicine.

Note that interns participate in this program in a voluntary capacity and their agreement to participate is by no means, and shall not be construed as, an employment contract.

KEY DATES

April 7, 2022	Application deadline	Email
April – May 2022	Pre-departure assignments	Online
May 24 - 27, 2022	Pre-departure preparations	Cranbrook, BC
May 30 – Nov 25, 2022	Internship	Dominica
Nov 28 – Dec 2, 2022	Reintegration and public communications	Cranbrook, BC

HOW TO APPLY

Email, by close of business on April 7, 2022, a covering letter (maximum one page) and resume (maximum two pages) that illustrate why you're the right fit for this opportunity and how you anticipate that this experience will help equip you with the tools and experience you need to launch a successful career.

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Please note that only those selected for an interview will be contacted.