

PORTFOLIO DESCRIPTION

The Outgoing Exchange (OGX) portfolio is responsible for the successful delivery of our core program of exchange. It is in charge of sending Canadian students abroad through AIESEC's Global Internship Program.

In doing so, the OGX portfolio activity comprises of:

1. Advertising AIESEC's exchange experience and recruiting prospective exchange participants
2. Managing a selection process for students going away on AIESEC's international traineeship exchange program:
 - Pre-screen applicants
 - Plan, develop and carry out assessment activities
 - Contact and involve external parties in the selection process
3. Providing those admitted into our global talent pool with ongoing assistance in finding and matching themselves to an international work opportunity
4. Overseeing the logistical aspects of going abroad and staying in constant communicating with the exchange participant candidate
5. Running pre-departure preparation activities
6. Servicing and supporting students while abroad
7. Co-ordinating re-integration activities for returning exchange participants
8. Working with the Member Committee on National Country Exchange Partnerships, as well as realising partnerships and spearheading exchange initiatives on the local committee level

POSITION:	Exchange Participant Director
DURATION:	1 year
AVAILABILITY:	Three associate positions are available
ACCOUNTABLE TO:	Vice President of Outgoing Exchange
DESCRIPTION AND DELIVERABLES:	<ul style="list-style-type: none">▪ Recruit exchange participant members through partnerships with other York faculties▪ Manage and run review board panels▪ Engage exchange participants and guide them through the process of exchange: this includes looking for internships using myaiesec.net▪ Attending weekly strategy meetings▪ Assist in tracking the membership's learning while encouraging and motivating members' passion for learning▪ Conduct pre-departure seminars▪ Manage exchange participants forms
MEASURE OF SUCCESS:	<ul style="list-style-type: none">▪ Increase the number of exchange participants
TIME COMMITMENT:	<ul style="list-style-type: none">▪ 2-4 hours a week
SKILLS REQUIRED:	<ul style="list-style-type: none">▪ Project management/leadership/ cross cultural sensitivity▪ Presentation skills<ul style="list-style-type: none">○ Compatible with Microsoft Word/PowerPoint/Excel○ Comfortable speaking in large crowds▪ Organizational skills<ul style="list-style-type: none">○ Large events require preparation to start a month prior to the event▪ Initiative▪ Understand the importance goal-setting▪ Know how to facilitate the development of other people who have different personalities and working styles
COMPETENCIES GAINED:	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Self Awareness<input type="checkbox"/> Personal Effectiveness<input checked="" type="checkbox"/> Resilience<input checked="" type="checkbox"/> Awareness of Others<input checked="" type="checkbox"/> Inclusiveness<input checked="" type="checkbox"/> Effective Communication<input checked="" type="checkbox"/> Developing Others<input type="checkbox"/> Stakeholder Focus<input checked="" type="checkbox"/> Flexible Thinking<input checked="" type="checkbox"/> Commitment to Results

PERSONAL
OPPORTUNITIES:

- Develop practical skills in team management, event co-ordination, coaching and training, time management, and project planning experience
- Meeting substantial individuals within York, Canada, and potentially the World
- Increased organizational understanding
- Exposure to current issues and learning to facilitate/moderate discussion topics
- Improved communications
- Develop Human Resources management skills