



International Student Financial Need Bursary Selection Committee

Committee Position Description

Overview:

This committee is an assembly of Students' Union Executives, Faculty Representatives and students-at-large, along with Students' Union staff, who oversee the review and allocation of bursary funding. Tasks include thoroughly reading applications, scoring applications using a provided rubric, and attending and actively participating in all meetings.

Supervisor:

Michael Hedgecock

Coordinator, Student Support

michael.hedgecock@ucalgary.ca

Time Commitment:

- During the Fall Semester, the committee meets once to allocate funding to five students.
- During the Winter semester, the committee meets once to allocate funding to five students.
- Committee members should commit to at least 1-2 hours of application review per semester.
- Weekday, daytime availability is preferred.

Responsibilities:

- Maintain strict confidentiality of all information contained within applications
- Read all applications thoroughly in preparation for each meeting/online action item request
- Score applications electronically and be prepared to provide feedback
- Actively contribute to meetings

Important Dates:

- Fall semester meeting in early to mid-November, based on committee availability
- Winter semester meeting in early to mid-March, based on committee availability

Benefits:

- Learn more about financial resources being offered at UCalgary
- Develop public speaking skills
- Build professional meeting and committee experience
- Add to your co-curricular record