

International Student Advisor - SU-P-19-11

Requisition #	SU-P-19-11
Job Title	International Student Advisor
Employee Group	Support Staff
Job Type	Appendix D
Organizational Unit	Confederation College -> International Education
Location	Thunder Bay Campus - Thunder Bay, ON CA (Primary)
Position Reports to	Dean International Education

In keeping with our strategic plan commitment to fostering Access and Success, Community Prosperity and Institutional Excellence, we encourage applications from persons of Indigenous ancestry. In accordance with Confederation College’s core values of respect, caring and openness we are committed to providing our current and future employees with a workplace that is safe, healthy and fair. As such we are fragrance free, fully accessible and encourage applications from all qualified applicants. Applicants requiring accommodation during the interview process should contact Human Resources Services at (807) 475-6148 to make appropriate arrangements.

Job Description

This position is responsible for ensuring that all international students have a meaningful, engaging and academically successful experience at the College, through the provision of appropriate advisory and support services. Duties include but are not limited to:

- Providing advisory support to students regarding all aspects of immigration while studying and upon graduation;
- Assisting students with study permit extensions, co-op work permits and post-graduate work permits, and maintaining study permit and work permit documentation for students;
- Trouble-shooting visa issues with students, and submitting all visa reporting to Immigration, Refugee, Citizenship Canada;
- Providing advisement and direction to students, and resolving issues/problems, with a specific focus on registration, retention and academic success;
- Designing and implementing a comprehensive orientation session for international students at the start of each term, as well as activities throughout the academic year, and intercultural training sessions for students, faculty and staff;
- Providing guidance to new immigrants on College entry requirements, credential assessment and academic pathways;
- Liaising and collaborating with internal and external departments, partners, agencies to support the academic success of international students;
- Advocating for and/or facilitating development of initiatives, services and programs to support international students;
- Acting as intermediary and first responder on all emergency and health-related issues for students;
- Coordinating the student exchange and study/work abroad programs for both incoming and outgoing students;
- Maintaining clear and accurate documentation and performing other administrative duties related to international students documents, registration and interactions;
- Implementing the international student communication plan, ensuring ongoing and frequent communication with all international students on a variety of pertinent topics;
- Working in compliance with the Occupational Health and Safety Act.

Job Requirements

- Three year diploma/degree in Human Services, Business, International Education or a related field, or equivalent;
- RISIA (Regulated International Student Immigration Advisor) or RCIC (Regulated Canadian Immigration Consultant) certification;
- Three years of related work experience in a culturally diverse environment providing direct support to international students. The experience must have resulted in proven awareness of student immigration issues, and cross cultural issues and concerns;
- Exceptional interpersonal skills and intercultural communication skills;
- Strong organizational skills;
- Excellent presentation skills;
- Ability to work effectively in a fast-paced environment with multiple deadlines, interruptions and priorities;
- In-depth knowledge of Canada’s immigration policies as they relate to international students; and
- Experience/familiarity with the Banner student system would be an asset.

The successful candidate will be required to submit a criminal background check prior to commencement of employment.

Salary Range	Payband H: \$31.06 to \$36.06
Shift Type	8:30am - 4:30pm
Other Shift Type (if applicable)	
Hours of Work	35 per week
Contract Duration (if applicable)	To August 2020 with possibility of extension
Category	International Education
Application Deadline	6/23/2019

