



International Student Services Manager

Camosun International

Posting: A18-25
Position Type: Continuing
Start Date: ASAP

Closing Date: December 17, 2018
Workload: Full-time

ORGANIZATIONAL OVERVIEW

Camosun College is a comprehensive community college located on the traditional territories of the Coast and Strait Salish peoples serving the people of the Greater Victoria Region of British Columbia. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls 19,000 learners each year, including over 1,200 Indigenous students and 1,900 International students. The College has an operating budget of over \$126 million. Across two campuses, Camosun offers more than 160 certificate, diploma, and bachelor's degree programs in arts, sciences, business, health and human services, trades, technologies, sport education, Indigenous studies and adult upgrading. The College is committed to values of relationship with community, inclusiveness, and respect. As a community, we commit to the process of Indigenization of the college – including both programs and services - and to use this learning to improve the learning experiences for the exceptionally diverse range of student needs and backgrounds present within the Camosun community supporting the commitment to lifelong learning and positive student experiences.

POSITION SUMMARY

Reporting to the Director, Camosun International, the International Student Services Manager will take a leadership role in managing the student service team of Camosun International (CI). The International Student Services Manager, will work as a member of the CI Management Team with the Director, Manager of Global Consulting and Partnerships, (GSP) and Manager, International Strategic Enrolment Management (ISEM). The major areas of responsibility

Exempt Position Vacancy – A18-25 REVISED International Student Services Manager

3100 Foul Bay Rd, Victoria, B.C. V8P 5J2

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www.camosun.ca

include the implementation of the CI Student Service Plan and initiatives related to the International Students Services.

A competitive salary, opportunities for professional development and an excellent benefit package are offered.

All interested candidates are encouraged to apply; to be considered for employment, applicants must meet the qualifications of the position and be eligible to work in Canada.

Note: Eligibility to work in Canada is granted through citizenship, permanent resident status or a work permit. You must be a Canadian citizen or permanent resident to accept a permanent job offer (unless stated otherwise in the posting). If you have a valid work permit, you may be eligible for temporary work but only until your work permit expires or is renewed.

Apply online at www.camosun.ca/careers. We would like to thank everyone in advance for applying, as only those selected for an interview will be contacted.

Camosun College is an Equal Opportunity Employer

The full job description follows below.

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EXEMPT JOB DESCRIPTION

Title: International Student Services Manager

Date: May 2018

Department: Camosun International

Supervises: 12

Reports To: Director, Camosun International

A) JOB SUMMARY

Reporting to the Director, Camosun International, the International Student Services Manager will take a leadership role in managing the student service team of Camosun International (CI). The International Student Services Manager, will work as a member of the CI Management Team with the Director, Manager of Global Consulting and Partnerships, (GSP) and Manager, International Strategic Enrolment Management (ISEM). The major areas of responsibility include the implementation of the CI Student Service Plan and initiatives related to the International Students Services.

B) REPORTING RELATIONSHIPS

This position is responsible to the Director. Reporting directly to the International Student Services Manager are 12 positions:

- | | |
|-------------------------------------|---------------------------|
| • International Counsellors | 2 CCFA counselors |
| • International Advisors | 2 Support staff positions |
| • Int'l Student Experience Advisors | 7 Support staff positions |
| • Housing Coordinator | 1 Support staff position |

C) ESSENTIAL JOB FUNCTIONS

1. International Student Services

- Provides support and direction to the international student services staff;
- Contributes to the development, implementation and evaluation of policies, procedures and guidelines related to international student services;
- Liaises with the Director Student Services around college policies related to student services and on issues related to international students' integration into the college systems;
- Liaises with Citizenship and Immigration Canada and other related government and provincial and national associations to monitor issues and regulation changes related to international students in Canada;

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- With the SEM monitors international student academic success/progress trends and manages changes to student service practices/procedures, staffing and/or activities as necessary and recommendations to other divisions as necessary;
2. Internationalization
- Manage internationalization initiatives and the promotion of internationalization activities throughout the college;
 - Contributes to the development, implementation and evaluation of policies, procedures and guidelines related to internationalization;
 - Works with internal and external groups to promote internationalization across the College;
3. Division Management:
- Manages and monitors the budget for International student services;
 - Monitors student service expenditures on a monthly basis;
 - Monitors international student statistics and prepares regular enrolment and other reports;
 - Responsible for management and labour relations of student service staff, including discipline of staff as required, within area of responsibilities;

D) OTHER FUNCTIONS AND RESPONSIBILITIES

- May represent or act for the Director in student services matters as required.
- Represents the Director at college and other meetings when required;
- Performs other related duties as assigned.
- May act as the Director within portfolio when requested

E) KNOWLEDGE, SKILLS AND ABILITIES

- Strong leadership, interpersonal, communication, and presentation skills
- Highly developed Intercultural skills.
- A high degree of competency with technology, including student records management, CRM, writing and budget development.

F) QUALIFICATIONS

- A Bachelor's degree in a relevant discipline;
- Five to seven years' experience working in the field of international education in a post-secondary institution, specific experience managing student services is an asset;
- Experience dealing with the broad range of issues related to international students studying in Canada;
- Preference may be given to candidates who have RISIA or are qualified to complete RISIA within 12 months of commencement in position
- An equivalent combination of education and experience will be considered;

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G) COLLEGE CAPABILITIES:

As a member of the college community with responsibilities to enable the achievement of college-wide strategic objectives, the HR Consultant will demonstrate the three core and three leadership capabilities identified in the [College's Capability Framework](#):

Focus on Students and Their Success (Core)

We all have a role to play in promoting and supporting students - directly or indirectly - contributing to their success, education and transition as they build their path to the future.

Cultural Alignment (Core)

Inclusion and respect align with Camosun's traditions of lifelong learning and positive, supportive experiences for all. We examine our individual and institutional cultures and, through indigenization, consider other ways of knowing (thinking), being (approaches), doing (acting), and relating.

Fostering and Nurturing Relationships (Core)

Fostering and nurturing relationships is at the core of everything we do. Successful workplace relationships take time to develop and include building trust, engagement and collaboration.

Address College Needs (Leadership)

In order to address college needs leaders recognize and respond to the complex, diverse and interdependent components. Leaders inspire others to work individually and collaboratively to achieve departmental/divisional, college and sectoral goals.

Enable Self & Others (Leadership)

To better serve students and the college to achieve success, leaders enable self and others to take responsibility and to participate in learning and development opportunities.

Create Time and Space (Leadership)

To be at our best and achieve organizational goals, we need both time and space. Time and space as a unitary concept promotes opportunities to listen, plan, think, create, innovate and develop relationships.