



International Admissions Officer

Camosun International

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Job Posting: U18-045R **Closing Date:** April 23, 2018
Position Type: Full-time/ Term **Location:** Lansdowne/Interurban Campus
Start Date: ASAP **End date:** December 24, 2018
Schedule: Monday - Friday; 8:30 am - 4:30 pm (35 hrs/week)
Salary: Pay Grade 9; \$24.78 to \$26.49 per hour, Plus 3% Second Language Stipend
New
Note(s): Possibility of extension
This is a repost of U18-045. Previous applicants need not reapply.

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

GENERAL STATEMENT

The International Admissions Officer, under the direction of the Manager – International Marketing and Recruitment, will be responsible for performing the functions of a Camosun College admissions officer with a specific focus on international students. IAOs will be responsible for the evaluation of domestic and foreign credentials and provide information to the general public and prospective international students regarding the programs and courses of Camosun College and the processes and requirements specific to international student admission, including monitoring international student program seat availability lists and wait-listing applicants when necessary.

IAOs are expected to remain up-to-date and informed on study permit application procedures and regulations, and deliver information sessions to new and continuing students. IAOs are the first point of contact for prospective CI international students and must be able to inform them on studying in Canada, including costs of living, accommodation options, methods of evaluation for international students, and the study permit application process, and transferability of credits earned outside Canada.

IAOs will act as integral members of the Enrolment Management Team. When requested, IAOs will be expected to travel within the Capital Regional District, to deliver informational presentations to prospective international students.

The position requires familiarity with the educational system of major sending countries and the ability to analyze documents for admissibility. The responsibilities for this position include providing these services at both campus locations on a regular basis. Overtime work is occasionally required during busy periods.

TYPICAL DUTIES

Admissions and Enrolment

- Provides information to prospective international students on program prerequisites and the application process, and on Camosun program details such as transfer agreements and bridging programs;
- Provides information to prospective international students regarding admission requirements, visa regulations and immigration procedures;

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- Interprets requests for information from around the world and uses judgment on providing clear, concise, professional responses, using simple, non-colloquial English;
- Reviews and verifies credentials of applicants and identifies possible fraudulent documents for referral to the Manager; uses Internet, personal contacts, print resources, and professional evaluators in research process;
- Screens applications and credentials for compliance with admission requirements;
- Admits qualified applicants and when required submits for screening to Camosun's schools for final approval;
- Develops and maintains a complete knowledge of those portions of the College's computer based student registration system (Colleague-Student) which supports the admission process;
- Prepares the Camosun International Letter of Acceptance in compliance with Canadian Immigration requirements and departmental expectations;
- Responds to inquiries, provides information, researches and resolves problems related to international students' applications;
- Assesses and authorizes articulated and routine transfer credit required for program admissions;
- Monitors international student program seat availability and waitlists students, where necessary;
- Initiates refunds of tuition deposits, after determining student visa denied;
- Organizes and maintains complete information regarding:
 - The College's current and planned programs and courses including credit, vocational, community education, contract, university transfer
 - The College's policies, regulations and procedures which support the admissions and registration processes, particularly the documented program admission, course prerequisite and course transfer arrangements, together with those procedures of external agencies which directly affect the College admission process
- Reviews Admissions procedures and systems for ways of improving services and makes recommendations to the Manager;
- Assists the Manager with identifying and establishing Admissions and/or Enrolment Management systems requiring improvement or development;
- Assists the Manager with identifying and establishing Admissions and/or Enrolment Management documents in need of revision and works with the Manager and Marketing Assistant to make the revisions;
- Provides input on discussions pertaining to systems and policy development on student administration issues, including participation as required in various committees and working groups;
- Ensures that filing of student files is kept up to date;

Reports and Queries

- Provides reports for CCI management, monthly and as requested, related to international student admission statistics;
- IAOs will be responsible for preparing a variety of statistical reports related to enrolment management;

Communication

- Provides information on admissions, prerequisites, application process, etc., to overseas education agents/representatives;
- Handles enquiries from students and representatives regarding progress on individual applications, in compliance with the Freedom of Information and Privacy legislation;

- Keeps abreast of program changes, marketing, and program objectives;
- Liaises with Academic Advising staff to share and develop information and expertise related to curriculum changes and enrolments;

Liaise

- Consults with Canadian immigration officials regarding new regulations, the status of applicants, and regulation clarification;
- Liaises externally, as required to assist students on an ad-hoc basis, with health insurance providers, Immigration and other government and intercultural agencies as required;
- Liaises internally with Finance department to coordinate and track deposits made by applicants;

Additional

- Provides visa renewal informational support to international students, through group presentations or individual meetings;
- Provides BC Medical or supplemental healthcare insurance guidance to international students and assists with students' applications;
- Develops an understanding of the registration process of Colleague, to be able to perform basic registration functions if required;
- Occasionally, when required, processes tuition fee payments for international students;
- Participates in CC Open House and other student recruitment and enrolment events including registration and recruitment activities, on or off campus;
- Serves on College committees as appropriate;
- Performs other related duties similar in scope and complexity.

QUALIFICATIONS

Two year post-secondary diploma, and three years of related experience working in international education, one of which is one year within a post-secondary institution's Registrar's office or an equivalent combination of education and experience. Must have demonstrated ability in Windows (MS Office) environment. Must have experience using Colleague or another computer-based student registration system. This service-oriented position requires excellent listening and succinct communications skills, a supportive, problem-solving orientation to interpersonal relations, a respect for cultural differences, patience, and a demonstrated ability to communicate with non-native speakers of English. Must also be capable and effective in a high volume, time sensitive, fast paced environment.

Applicants are required to have a high level of proficiency in both spoken and written English and be able to communicate comfortably with students both in person and through written documents, in one other language. Preferred languages may include: Chinese, Japanese, Korean, Arabic, or Spanish.

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.

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