

**A. JOB IDENTIFICATION:**

**TITLE: SECRETARY – INTERNATIONAL EDUCATION**

**DEPARTMENT: SCHOOLS**

**IMMEDIATE SUPERVISOR: SCHOOL PRINCIPAL**

**B. JOB SUMMARY:**

Under the general direction of the School Principal, the Secretary – International Education receives, evaluates, and processes applications for admission to the International Education Program including the review of domestic and foreign credentials. The secretary provides information to the general public and prospective international students regarding the program and processes specific to international student admissions. The incumbent will perform administrative duties, maintain records, databases, and facilitate a number of special departmental activities.

**DUTIES AND RESPONSIBILITIES:**

- work with partners and the CDSBEO internal teams to support international student success
- coordinate the enrollment process; provide information on program policies and procedures, admission requirements, tuition fees, withdrawal processes and refund policies
- distribute student registration and related documents to schools and other partners for confirmation of enrollment
- issue invoices, credit notes, receipts, statements and financial reconciliations. Submit accurate commission requests to Finance for payment to our agency partners
- liaison with administration, faculty, students, finance, international agencies, and business partners
- respond to enquiries, greet visitors, provide information, assistance and related services to the public, faculty, students, administration, and business partners
- maintain the overall office flow, manage supplies and marketing material, develop and contribute to policies, procedures and best practices for the program
- Maintain and manage the International Education database, website, and social media
- perform other duties as assigned which are unplanned and of a transient nature and are consistent with the above job summary and duties.

**C. QUALIFICATIONS:**

- Secondary School Diploma, and one year relevant post-secondary diploma
- 1-2 years direct work experience within an international education program
- Experience working with international partners and clientele is an asset
- Must have an understanding of Citizenship and Immigration Canada Guidelines
- Knowledge of basic accounting principles, advanced knowledge and experience working with a Payment Processing System
- Experience working both independently and in a team-oriented, collaborative environment is essential
- Demonstrate strong interpersonal skills and the ability to articulate verbal and written communication skills
- Excellent customer service
- Website design and Social Media maintenance is an asset
- Self-motivated, independent worker requiring minimal supervision
- Detailed oriented, excellent organizational and decision-making skills, ability to multi-task and meet tight deadlines
- Must be proficient in Microsoft Office.

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Incumbent Signature

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Principal