

NU-209 – BO2023

Position: **International Education Program Coordinator**

Location: **Kemptville Board Office**

Hours of work: **35 hours per week**

Salary: **\$72,286-\$86,034**

Effective: **August 1, 2023**

Note

Please refer to the attached job description for further information.

Qualifications

- An undergraduate degree in a related field such as Business Administration, Marketing, International Studies, an equivalent combination of education and experience.
- Experience working in similar programs would be an asset.
- Experience in a K-12 educational environment would be an asset.
- Experience in International Education would be an asset.
- Knowledge of trends and best practices in K-12 International Education.
- Excellent interpersonal relationship skills and cross-cultural communication skills.
- Superior technology skills that can facilitate synchronous and asynchronous meetings.
- Excellent verbal and written communication skills, including presentation skills.
- Experience in working with culturally diverse populations.
- Self-directed, independent, and highly motivated.
- Must hold a valid Canadian Passport and have the ability and willingness to travel abroad.
- Ability to obtain and maintain a Vulnerable Sector Background Check.
- Possess a valid driver's license and personal vehicle.

Send application and curriculum vitae no later than:

Tuesday, May 30, 2023 by 4:00pm

e-mail: hr@cdsbeo.on.ca | fax: (613) 258-3610

CDSBEO is committed to providing an inclusive, accessible and barrier-free workplace. If you will require an accommodation during the job selection process, please let us know and we will work to meet your needs.

A. Job Identification:

Title:

International Education Program Lead

Immediate Supervisor:

Superintendent of School Effectiveness- Student Success

B. Job Summary:

Reporting to the Superintendent of School Effectiveness- Student Success, this role has the responsibility for student recruitment, marketing of International Education initiatives for CDSBEO and overseeing the support of international families. This includes developing and implementing annual strategic marketing and recruitment plans with the goal of meeting forecasted International Education enrolment targets. This position works closely with international partners as well as students, their families, CDSBEO senior leadership, and educators.

C. Duties and Responsibilities:

- Set International Program vision and direction, including strategic planning and program development, implementation, and assessment.
- Implementation of initiatives to increase program growth and manage the diversification of international student enrollment.
- Manage established relationships between international student agents/recruiters, government agencies, schools in the CDSBEO and outside vendors, ensuring ongoing communication is current.
- Support all aspects of the Study Visa student program from the point of application through to the student's departure or graduation with the CDSBEO school system.
- Uphold current legislative governance as it pertains to international applications and immigration.
- Manage and report on the budget, student attendee numbers and projections and other aspects of the program.
- External marketing of the CDSBEO International Education program, including participation in agent fairs, student fairs, seminars, agent meetings, parent meetings, etc.
- Plan and execute business trips including travel logistics, meetings, and participation in promotional activities.
- Participate in the development of policies and procedures for all aspects of the International Program.
- Work with students and agents/recruiters during the student visa application process.
- Develop processes & supervise the screening, selection and matching of host families for international students.
- Preparing students for pre-arrival homestay placement through local agencies and assessment testing and course selection with the support staff/teacher of CDSBEO.
- Organize and implement the orientation program for newly arriving secondary students.
- Develop and implement workshops for teachers and administrators related to welcoming and accommodating foreign visa students.
- Provide support to ELL teachers, principals, guidance staff and EAs in terms of best practice, assessment, and resourcing.
- Deliver a positive international student experience through regular student contact, support and events.
- Manage health insurance for students including provincial plans and private providers.
- Develop an effective alumni network of international students.
- Coordinate the dissemination of information to students, parents, agents, schools, and homestay parents in a timely manner and various languages.
- Manage any critical incident as it relates to the general safety, mental health, and overall well-being of the international student population.
- Other duties as assigned.

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