



The College of the Rockies is a learner-centered institution. We invite all qualified applicants who value high quality program delivery and educational excellence to apply for...

### **MANAGER, INTERNATIONAL EDUCATION**

**Duties:** This position is responsible for operational management of our award winning international recruitment and support portfolio at the College of the Rockies. This includes recruitment of our growing population of international students to all programs and assistance to these students once they have arrived in order to increase retention and encourage a positive experience for international students. Reporting to the Executive Director, International & Regional Development, this position works closely with other members of the International team and is responsible for liaising with all other divisions at the College to grow and sustain our international footprint. To be effective in this role you will be creative, innovative, and growth-oriented, will have extensive cross-cultural experience, and will have demonstrated business development, management and project management skills and knowledge.

**Qualifications:** The position requires a Bachelor degree in business, education or a related field with at least 5 years related experience in international education and/or business, or an equivalent combination of experience and education. Experience in post-secondary education along with knowledge of international student recruitment strategies and international business development, and second language ability is desired. Well-developed communication (written and oral), computer, interpersonal and organizational skills; attention to detail; and a commitment to quality customer service are essential.

**Rate of Pay:** \$74,021 to \$83,311 plus a comprehensive benefits plan.

**Desired Start Date:** November 2016

**Closing Date:** September 30, 2016

Interested persons should submit their resume of qualifications and experience to: The Human Resource Development Department, College of the Rockies, Box 8500, Cranbrook, BC V1C 5L7 Confidential Fax # (250) 489-8206 or electronically to [hrdd@cotr.bc.ca](mailto:hrdd@cotr.bc.ca)

Please quote Competition #16-MN-03

**Please ensure your covering letter and resume clearly describe your related qualifications and experience as selection for interview will be based on the information provided.**

We thank all who apply and advise that only those selected for further consideration will be contacted.