

INTERNATIONAL PROGRAMS ADVISOR SCHOOL OF BUSINESS

BCIT's **School of Business** is seeking an enthusiastic, positive individual for a **temporary, full-time International Programs Advisor** position. This position provides support, guidance and planning to both incoming and outgoing international students, and acts as the school's primary point of contact for operationalizing the international exchange and Field School programs and supporting the objectives of the School of Business.

SPECIFIC ADVISING RESPONSIBILITIES:

- Maintain and monitor academic procedures and guidelines for International Exchange and Study Abroad students - including field/summer schools and internships.
- Responsible for development and organization of learning outcome agreements for both incoming and outgoing students.
- Interview and counsel international students in regards to appropriate course selection for student programs, based on knowledge of BCIT courses and programs.
- Coordinate the placement of incoming students into programs, courses and sets.
- Work with the International Programs Coordinator and BBA Program Head to approve TCR and ECR (transfer credits) requests.
- Conduct the review and assessment of educational documents including degrees, transcripts, official correspondence and translations received to determine suitability and/or transferability.
- Work with Program Heads and Faculty to offer study tutorials and guide international students in program changes or in movement to other programs.
- Assist outgoing students with choice of partner university and course selection, and provide guidance on admission processes, entrance requirements and ways to enhance application packages.
- Maintain a database of courses offered by partner universities and transferrable toward BCIT educational credentials.
- Act as the liaison between BCIT's students and the receiving/sending universities, collecting all supporting documentation for partner schools.
- Take part in interviews of exchange and field school applicants to determine program eligibility.
- Manage records of exchange students files.
- Liaise directly, on behalf of international students, with departments such as International Student Centre, Enrolment Services, Record, Contracts and Course File office.

WHAT THIS POSITION HAS TO OFFER:

- A generous Total Compensation [package](#) which includes extended health and dental benefits and a competitive [pension](#) plan
- [Professional Development Funds](#) and opportunities for career development
- [Tuition](#) waivers for BCIT courses
- Subsidized parking and fitness facilities
- [Wellness](#) and Employee Assistance programs

QUALIFICATIONS:

- Diploma or equivalent, bachelor’s degree preferred.
- Minimum of two years’ work experience in a similar role.
- Demonstrated knowledge and experience in the area of international student support in an education environment.
- Experience in study/work/volunteer abroad.
- Knowledge of other languages is an asset.
- Comprehensive knowledge of BCIT programs, systems and services.
- An excellent working knowledge of the BC post-secondary educational system.
- Demonstrated ability and experience working with youths, adults and a diverse population.
- Demonstrated ability to make formal and effective presentations.
- Must work with initiative and as a team player; must be able to perform duties constructively and tactfully under pressure.
- Computer literacy and keyboarding skills; specifically including Banner and Microsoft Office applications, plus the ability to use other software programs as required; experience with multimedia software preferred.
- Valid BC Driver’s License and reliable personal transportation.

*Please note: The successful applicant for this position must be able to work evenings and out-of-town assignments, which will necessitate a flexible work schedule.

TERM OF APPOINTMENT: October 10, 2016 to October 6, 2017 - with possibility of extension.
SALARY RANGE: \$45,543 to \$56,519 per annum.
Prorated based on term of appointment.
Salary based on education, experience and placement criteria as outlined in the Collective Agreement.
COMPETITION NUMBER: 16ST239
OPENING DATE: September 24, 2016
CLOSING DATE: October 3, 2016

BCIT offers a competitive salary, generous benefits package and promotes an inclusive workplace. BCIT is an equal opportunity employer. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Only those selected for an interview will be contacted. If selected for an interview, candidates will be required to present original copies of credentials.

To apply, visit us online at careers.bcit.ca