

***KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.***

**International rECRUITMENT, ADMISSIONS AND ARTICULATION Support Assistant Competition Number 17-112A**

KPU International at Kwantlen Polytechnic University has an immediate opening for a full-time (35 hours/week) temporary International Recruitment, Admission and Articulation Support Assistant for an approximate 1-year term. In this role, you will be responsible for advising and providing support to potential international applicants regarding KPU programs, admissions, registration, and other student services, including responding to external and internal inquiries from interested international parties regarding programs, admissions, procedures, policies and services, and also verifying, updating and maintaining student records including information/data relating to study permits, third party waivers, agent authorization, testing (IELTS and TOEFL), high school and post-secondary transcripts, and registration information. You will be working on other routine administrative support functions too.

The successful candidate will have previous experience with and knowledge of the International Admissions processes. Full fluency in English, fluency in Punjabi and Hindi (both written and oral) are required. The successful completion of an undergraduate diploma is required and demonstrated experience supporting international students at the post-secondary level is strongly preferred. The successful candidate will have demonstrated awareness and sensitivity to the cross-cultural communication requirements of international students. Competency in navigating in Banner or a similar student records system is required as well intermediate skills using MS Word, Excel and PowerPoint. Minimum of 40 wpm keyboarding skills with a high degree of accuracy is required.

This position will be based on our Surrey Campus, however, travel to our other campuses may be required.

Please forward your resume, including copies of post secondary transcripts, **quoting competition number 17-112A by August 25, 2017 to:** **employ@kpu.ca**

 ***All qualified candidates are encouraged to apply; however priority will be given to those legally eligible to work in Canada.***