

INTERNATIONAL STUDENT ADVISOR – PRINCE RUPERT

Full-time Continuing

Internal / External

Northwest Community College (NWCC), **Prince Rupert campus**, invites applications for a full-time continuing **International Student Advisor** commencing **as soon as possible**. A flexible schedule will be required as some weekend and evening hours may be necessary as well as some travel. Salary will be in accordance with the BCGEU Support Staff, Level 11 (under review).

Duties: The International Student Advisor provides guidance and educational information as well as supporting adjustment and engagement activities for international students.

Duties will include but are not limited to:

- Assessing and determining student needs and goals and assisting students with selecting appropriate education and/or vocational programs of study (including course registration)
- Establishing contact/connections with student prior to their arrival at NWCC in order to provide pre-arrival information and assisting student with adjustment to life in Canada (i.e.: student engagement resources, housing placements, medical insurance, referrals to Immigration, Refugees, and Citizenship Canada (IRRC) resources, cross-cultural adaptation, etc.)
- Representing NWCC at various meetings, events, and seminars and participate in activities associated with the promotion of NWCC and the international department
- Plans, coordinates, and delivers various support services/programs and workshops to facilitate international students in to the NWCC community
- Acts as an interdepartmental liaison on behalf of students who often have language and cultural barriers
- Other related duties (of similar scope and complexity) as required

Qualifications/Skills: A Bachelor degree in Education, Social Work, Psychology or a related field along with 2 years of experience in a cross-cultural educational setting and experience in the design, planning, and delivery of support services/programs and workshops. An equivalent combination of skills and experience may be considered.

Required skills and abilities include:

- Regulated Canadian Immigration Consultant (RCIC) certificate or Regulated International Student Immigration Advisor (RISIA) certificate (or current registration in one of these programs)
- Fluency in a second language such as Chinese, Spanish, Arabic, Hindi, Portuguese, Russian, or Japanese (asset)
- In-depth understanding of student information systems such as Colleague or Banner
- Strong communication and cross-cultural skills with general knowledge of other cultures, history, religions, and customs
- Demonstrated ability to work as part of a Student Services team
- Customer/Client oriented with the ability to work effectively and provide assistance to international students, faculty, and staff
- Detail-oriented with the ability to determine priorities and be self-directed
- Strong interpersonal, organizational, and problem-solving skills
- Strong collaboration and conflict resolution skills

Respond in confidence by submitting a cover letter and current resume, quoting competition #17.144B to:

Northwest Community College, Human Resources Department

Email: apply@nwcc.bc.ca or FAX: 250.638.5475

NWCC provides quality learning experiences that help prepare our students for successful, positive futures. We celebrate the diversity of our northern and First Nations populations and reflect this diversity in our programs, services and workforce. In accordance with NWCC's strategic plan, we encourage applications from First Nations individuals.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Closing Date: July 26, 2017

