

***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 and admissions coordinator –**

**Competition Number 17-65A**

KPU International at Kwantlen Polytechnic University has an opening for a full-time one-year International Recruitment and Admissions Coordinator position. In this role, you will be responsible for service-oriented and student dedicated admission advising for International students who are interested in and/or applying for KPU programs. You provide pre-admission information to prospective International students and provides advice on program suitability and eligibility based on an evaluation of student needs, prior academic history and future goals. The position is required to maintain a high level of knowledge of current educational trends and practices in Canada and around the world. Administratively, this position reviews international documentation and credentials and also makes admissions decisions utilizing and maintaining Banner and other data systems, reports and statistics.  The International Recruitment & Admissions Coordinator provides a high standard of customer service to prospective international students, agents, strategic partners, exchange partners and scholarship or financial aid agencies that support international students in their studies at the University.

This position requires previous experience working with international students at the post-secondary level strongly preferred, as well as successful completion of a Bachelor degree. Fluency in one of KPU’s target languages (French, Farsi, Turkish, Vietnamese, Korean, Bengali, Russian and/or another Slavic Language). Full fluency in English. We also looking for candidates with experience working with international students, including an understanding of other cultures and the ability to communicate in a cross-cultural working environment. Strong research, reporting and project management skills, and an aptitude for detailed work and accuracy. Competency in navigating in Banner is required as well intermediate skill using MS Word, Excel, Access and PowerPoint.

This position requires the ability to work some evenings and weekends in order to attend and execute international student events and activities. A valid driver’s license and access to a vehicle is needed for travel between campuses and throughout the communities that KPU serves.

**This position will remain open until filled.**

Please forward your resume, including copies of post secondary transcripts, **quoting competition number 17-65A to:** **employ@kpu.ca**

 ***All qualified candidates are encouraged to apply; however Canadians and permanent residents will be given priority.***