



*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 16-132R**

KPU International at Kwantlen Polytechnic University has an opening for a full-time auxiliary International Recruitment and Admissions Coordinator. 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 gives transfer credit advice utilizing and maintaining Banner and other data systems, reports and statistics. The International Recruitment & Admissions Coordinator participates in activities and events that represent the University internationally in promoting student admissions including attending Career Fairs, meeting with agents, and groups of students.

This position requires previous experience working with international students at the post-secondary level strongly preferred, as well as successful completion of an undergraduate degree or an equivalent combination of education and experience. Fluency in Punjabi, Hindi and Urdu. Overseas work experience and strong cross-cultural communications skills strongly preferred. We also looking for candidates with experience working in an educational agency setting and understanding of the agent/student relationship from an agent's perspective. Competency in navigating in Banner or similar student records system is needed as well intermediate skill using MS Word, Excel 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.

Please forward your resume, including copies of post secondary transcripts, **quoting competition number 16-132R by October 5, 2016 to:** [employ@kpu.ca](mailto:employ@kpu.ca)

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