

***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 16-63A**

KPU International at Kwantlen Polytechnic University has an opening for a one year full-time

International Recruitment and Admission Support Assistant. 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, 3rd 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. Experiences with transfer credits in a university setting strongly preferred.

This position requires previous experience working in customer service. Experience supporting international students at the post-secondary level strongly preferred, as well as successful completion of a diploma. Full fluency in English. Fluency in one of KPU’s target languages (French, Farsi, Turkish, Vietnamese, Korean, Bengali, Russian and/or another Slavic Language). We also looking for candidates demonstrating awareness and sensitivity to the cross-cultural communication requirements of international students. Competency in navigating in Banner or similar student records system is needed as well intermediate skill using MS Word, Excel and PowerPoint. Minimum of 40 wpm keyboarding skills with a high degree of accuracy is required.

Please forward your resume, including copies of post secondary transcripts, **quoting competition number 17-63A to:** [**employ@kpu.ca**](mailto:employ@kpu.ca)

This position will remain open until filled.

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