

***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 Articulation and Transfer Credit Coordinator –**

**Competition Number 17-130a**

KPU International at Kwantlen Polytechnic University has an immediate opening for a full-time (35 hours/week) temporary International Articulation and Transfer Credit Coordinator position for approximately one year, with the possibility of extension. In this role, you will be liaising with the Office of the Registrar to ensure institutional consistency in transfer credit evaluation processes and practices. Facilitate the transfer credit approval process of domestic and foreign transcripts with Deans and designated faculty. Research and evaluate domestic and foreign secondary school and post-secondary institution transcripts submitted from international students and evaluate transfer credit as appropriate. Serves as a liaison between external international partners and internal KPU departments as needed. Responsible for the effective functioning of existing international articulation agreements. Ensures that agreements are reviewed for effects of curriculum changes. Manages the process for approval of new international articulation agreements according to institutional processes and policy.

The successful candidate needs to have a minimum of three (3) years’ experience in progressively responsible position in an educational institution or similar organization. A minimum of two years’ experience in an admissions or transfer credit environment. Demonstrated knowledge of college/university programs and courses and demonstrated ability to keep up-to-date with credit, non-credit and professional studies offerings and admissions policies. Proficiency using a spreadsheet program such as MS Excel and MS Access at an intermediate level. Demonstrated analytical skills, including problem-solving and needs analysis. Excellent organizational skills, including the ability to set priorities and meet deadlines. Experience in preparing and publishing documentation reports internally. Full command of the English language, both written and oral. Fluency in a second language spoken in one of KPU’s target markets.

Please forward your resume, including copies of post secondary transcripts, **quoting competition number 17-130A by October 26, 2017 to:** **employ@kpu.ca**

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