

## Posting Preview

### Position Information

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| Competition Number       | 17022  |
| Position Title           | Mobility and Partnership Officer   |
| Classification           | Staff  |
| Department               | Centre for International Experience  |
| Multiple Departments     |  |
| Position Status          | Temporary Full-Time  |
| Employment Group         | Staff  |
| Location                 | North Vancouver  |
| Nature and Scope of Work | <p>This is development, coordination and communications work in support of student, faculty and staff initiatives. The incumbent organizes and develops field schools, exchange programs, and other study tours. Duties are cross functional and include acting as the liaison with potential and current exchange partner institutions, assisting incoming students with their entry to Capilano University and in their adjustment to Canadian life, and the selection and coordination of outgoing students on various international programs. The incumbent will develop and implement communication strategies that promote exchange and study abroad initiatives to current and potential students. This position requires flexible work hours and may include local or international travel. This position reports to the Director, Centre for International Experience.</p>  |
| Key Responsibilities     | <p>Liaises between Capilano University faculty with bilateral exchange partners and potential bilateral exchange partners.</p> <p>Develops, implements, and evaluates specialized communications strategies and materials for incoming international transfer and exchange students. Works with the Centre for International Experience to keep web, print and other resource material current and provides content as necessary. Researches, prepares and reviews presentations and projects.</p> <p>Facilitates the admissions review of short term international exchange/visiting students and coordinates their registration into select courses in collaboration with appropriate faculty and the Admissions Advisors.</p> <p>Coordinates specialized activity programs for incoming international transfer and exchange and visiting students in cooperation with the Centre for International Experience. Coordinates specialized orientation programs and acts as a key member of the International Student Orientation team.</p> <p>Acts as a contact person for students as part of ongoing orientation and Canadian life skills training. Provides on-going assistance as necessary to international transfer students for the duration of the</p> |

degree program including acting as the emergency contact

Thorough knowledge of the University's programs, activities, and services offered.

Thorough knowledge of Citizenship and Immigration Canada's visa process (e.g. for study permits, work permits, visitors visas, permanent resident status, refugee status).

Thorough knowledge of international student affairs and educational practices.

Thorough knowledge of business English, spelling, and punctuation.

Thorough knowledge of database, spreadsheet, word processing and presentation applications and the ability to upgrade if necessary.

Considerable knowledge of communications strategies.

Considerable knowledge of presentation applications.

Considerable knowledge of special event planning and management.

Considerable knowledge of freedom of information and protection of privacy provisions.

Considerable knowledge of international education systems with specific experience with European Education Systems.

Ability to develop, plan, execute and complete multiple projects simultaneously.

Ability to act with independence of judgement with a minimum of supervision.

Ability to provide a high level of customer service, to handle user complaints and or suggestions, and to resolve conflicts.

Ability to effectively communicate accurate information on a one-to-one basis or to groups of a varying size and to address large or small groups in formal or informal settings.

Ability to develop and recommend business practices, policies and procedures.

Ability to maintain confidentiality and handle sensitive issues with tact and diplomacy.

Ability to act with cross-cultural sensitivity.

Ability to interpret and explain the applicable rules and policies that govern the University's activities.

Ability to problem solve and understand the context of issues in order to exercise initiative and judgment regarding action required.

Ability to supervise and train volunteers.

Ability to establish and maintain effective working relationships with other employees, students, faculty, partners, and the general public.

Completion of a Bachelor's degree.

Required Knowledge, Skills & Abilities

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| Required Qualifications & Experience           | <p>Specific training in various international education related topics.</p> <p>A minimum of three years' experience as an international education specialist including experience with study abroad and the development of communication strategies.</p> <p>Reading, writing and speaking fluency in English and in another language consistent with current department language needs.</p> <p>Emergency first aid.</p> |
| Required Licenses, Certificates & Registration | Must have or be eligible for a Canadian passport.   |
| Additional Information                         |   |
| Internal or External Position                  | This is a Staff/Admin position  |
| Appointment Date                               | ASAP  |
| Appointment End Date (if temporary)            | 03-02-2018  |
| Days and Hours of Work                         | 35 hours per week as per department schedule  |
| Bridge Period (if applicable)                  | N/A   |
| Pay Group                                      | 24  |
| Salary Range                                   | \$4459 - 5019 per month based on 35 hours a week.   |
| Workload Amount (Number of Sections)           | N/A   |
| Union  | MoveUp  |
| Application Types Accepted                     | General Application   |
| Position Number                                | S99741  |
| Posting Date                                   | 02-20-2017  |
| Closing Date                                   | 03-05-2017  |
| Special Terms and Instructions                 | <p>Interested applicants should submit their cover letter, resume and proof of education.</p> <p>Capilano University is an equal opportunity employer.</p> <p>Membership in MoveUp is a condition of employment.</p>  |

