



June 20, 2017

INTERNATIONAL STUDENT ASSISTANT
Part-time Modified School TERM position (28 hrs/week):
2017-Aug-28 to 2018-June-30

This CUPE position is a part of an integrated educational team which will provide support to international students and facilitate communication between international students, the parent/custodial guardian, schools and district staff.

Duties will include regularly meeting with students to monitor their success in the program, providing language interpretation and translation support, assisting with the coordination and delivery of international student events, tracking students' required Citizenship & Immigration documentation, and meeting with parents/custodial guardians.

Job Requirements:

- university degree in a relevant field plus three years related work experience, or an equivalent combination of education and experience
- experience working with youth in a multicultural setting
- thorough knowledge of computer operation and software applications related to work performed
- valid BC Driver's license (Class 4 preferred)
- fluency in English and excellent interpersonal and cross-cultural communication
- fluency in Vietnamese also required.

This position is required to work flexible hours, including before and after school hours, evenings, and/or weekends and will be required to travel within the province. May be required to work during summer break.

If you are interested in applying for this position, please provide a detailed resume by **4:00 p.m. on Friday, July 14, 2017** to the attention of:

Job Applications
Burnaby School District
5325 Kincaid Street
Burnaby, B.C. V5G 1W2
E-Mail: applications@sd41.bc.ca