

SEARCH CRITERIA

Internationalization Lead

SUPP-PT-17-18-085

International Education / Kingston Campus (with tri-campus responsibilities)

We are dedicated to student success, academic excellence and leadership in our communities.

A. EDUCATION:

Minimum post-graduate degree or equivalent such as a Master's degree in International Education, Business Management, or Communication with a focus on internationalization and/or diversity.

B. WORK EXPERIENCE:

Minimum five years of practical experience in a post-secondary education setting. Must have experience leading project related to international education, internationalization and diversity to contribute to the International Education Business Plan. Must have research experience and be adept at conducting consultation and leading an organization through change. Our ideal candidate possesses experience in a higher educational environment.

C. TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of the international student experience.
- Knowledge of internationalization and diversity in Canadian higher education.
- Strong organizational and project management skills, prioritization and time-management skills to meet tight deadlines.
- Good analytical skills to interpret and analyze data collected.
- Excellent interpersonal, listening and English communication skills (written/verbal) along with facilitation skills for conferences/workshops.
- Proficiency in computer applications, including data base, word processing and spreadsheet software (Microsoft Office Suite), email communications (Outlook), project management software.

D. PERSONAL PERFORMANCE CHARACTERISTICS:

- Diplomatic, sensitive, patient and tactful.
- Highly collaborative in a teamwork environment.
- Committed to the values of diversity.

E. PHYSICAL REQUIREMENTS:

Normal computerized office environment. Occasional travel.

F. SENIORITY/SERVICE:

In addition to comparing candidates' qualifications and experience to technical skills, education, work experience, personal characteristics (values, attitudes, motivation and performance), the seniority of Bargaining Unit members will be considered. If the search extends beyond the Bargaining Unit, consideration will be given to accumulated service with the College.

G. EMPLOYMENT EQUITY:

The college is committed to employment equity. We encourage members of the designated groups to apply and self-identify.

TERM VACANCY

TITLE: Internationalization Lead
LOCATION: Kingston (with Tri-Campus responsibilities)
REPORTING TO: Associate Dean, International Education

DUTIES:

Under the College's Strategic Initiative for comprehensive internationalization (CI), the incumbent is responsible for leading the project to create and implement a CI strategy for the college. This involves using best practices for internationalization and change management in post-secondary education, conducting organizational readiness surveys, consultation/workshops with all stakeholders, and making recommendations for successful CI in all aspects of the College's operations and services. He/she will also coordinate the implementation of the CI strategy and collaborate with all academic and service units on three campuses to ensure successful implementation of the strategy. The goal of the position and the Strategic Initiative is to enable the College to internationalize teaching, research and services; therefore, incorporate cultural diversity in the College's mandate to deliver world-class education and to prepare our graduates for a globalized workforce.

QUALIFICATIONS:

Minimum post-graduate degree or equivalent such as a Master's degree in International Education, Business Management, or Communication with a focus on internationalization and/or diversity. Minimum five years of practical experience in a post-secondary education setting. Must have experience leading project related to international education, internationalization and diversity to contribute to the International Education Business Plan. Must have research experience and be adept at conducting consultation and leading an organization through change. Proficiency in Microsoft Office Suite of products is required. Our ideal candidate possesses experience in a higher educational environment and has strong organizational and project management skills, analytical skills, prioritization and time-management skills to meet tight deadlines. In addition, all applicants must possess excellent interpersonal, listening, verbal, and written communication skills in English as well as facilitation and presentation skills to present at college conferences. Acting with diplomacy and sensitivity, the successful candidate will be highly collaborative within a teamwork environment and committed to diversity. The ability to speak a language other than English is an asset. Ability to travel within the area; the College does not provide transportation but reimburses employees for travel costs at the current College rate per kilometer.

For further details, refer to the Employment Centre on our web site (www.stlawrencecollege.ca)

CLASS'N/SALARY: Payband "J" / 35 hours per week
Start Rate: \$35.88 per hour
Salary Range: \$35.88 - \$41.60 per hour

TERM DATE: January 2, 2018 to January 2, 2020, with a possibility of a 1 year extension

SEND COVER LETTER & RESUME TO: employ@sl.on.ca, quoting in the subject line
SUPP-PT-17/18-085 – Internationalization Lead

Note: Your cover letter and resume must be attached as one document only. Your document should be in .pdf, .doc, or .docx format. e.g. in Adobe Acrobat - Portable Document Format or Microsoft Word Format and saved as LastName,FirstName.

CLOSING DATE: December 5, 2017 (4:00p.m.) screening will begin on this date. Posting will remain open until filled.

This competition will be processed in accordance with College policy and the Support Staff Collective Agreement. The College is committed to employment equity. We encourage members of the designated groups to apply and self-identify. St. Lawrence College is committed to an inclusive, barrier-free selection process. We will make appropriate accommodations throughout the recruitment and selection process for applicants with disabilities. To obtain a copy of this position vacancy or any of the position related documents in an alternate format please contact our Human Resources Consultants. Information received relating to accommodation requests will be addressed confidentially.

THIS IS AN INITIATIVES AND OPPORTUNITIES TERM BARGAINING UNIT POSITION



Re-Posted: November 21, 2017