**Coordinator, New and International Student Services**

Quest University Canada is an independent, not-for-profit liberal arts and sciences university that opened in 2007. Our campus is situated amidst the Coast Mountains in Squamish, British Columbia, midway between Vancouver and Whistler. Built to prepare students for the challenges of the 21st century, Quest’s innovative academic program, highly-engaged student population, and outstanding faculty are gaining world-wide recognition. Currently, the student community at Quest consists of almost half from Canada, more than a third from the United States, and the remaining students from outside North America representing sixty other countries from around the world.

We seek to hire a Coordinator, New and International Student Services as part of the Student Life team. The Coordinator is responsible for organizing, administering, and delivering a variety of student support services for Quest. The Coordinator will oversee orientation for all incoming students; ensure that students from abroad have access to services that assist with their adjustment to life in Canada; and promote and facilitate international learning opportunities for all students.

Student Life’s mission is to create opportunities for students to learn about themselves, develop skills, and gain experience so that they may approach each day with confidence, be exceptional members of any community, and lead fulfilling lives. We love what we do and the people with whom we work. We are looking for an addition to our team who brings knowledge and experience, and who is also not afraid to take on a challenge and try something new.

**Requirements**

* Undergraduate degree in Education, International Relations, Cultural Studies or other related field;
* A minimum of 1 - 3 years of recent related experience;
* Regulated International Student Immigration Advisor (RISIA) certification an asset;
* Inter-cultural competency and ability to communicate thoughtfully with individuals from diverse linguistic and cultural backgrounds;
* Ability to manage competing demands in a fast-paced work environment;
* Organized, efficient, and a creative problem solver;
* Experience in supporting, advising, and guiding young adults, both individually and as a group;
* Knowledge of Citizenship and Immigration Canada policies and procedures, and ability to work within and assist others in navigating complex systems;
* Demonstrated ability and commitment to serving the needs of a diverse student population; and
* Possession of personal attributes, including sophisticated communication skills that facilitate teamwork and the development of effective working relationships with a wide range of students, faculty, staff, and partners.

Quest offers a competitive salary and a dynamic workplace. For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca).

*To Apply: Submit your resume and cover letter in pdf format detailing experience to Rachael Cabrera, Director of Human Resources, by email at* [*rachael.cabrera@questu.ca*](mailto:rachael.cabrera@questu.ca)*.*

*Closing date: February 2, 2018, or until position is filled.*

*Start date: February 19, 2018*

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity.* ***While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***