

*ESTABLISHED IN 1998, VANCOUVER PREMIER COLLEGE OF HOTEL MANAGEMENT (VPC) HAS BEEN DEDICATED TO PROVIDING PROFESSIONAL HOSPITALITY EDUCATION TO STUDENTS FROM AROUND THE WORLD.*



VANCOUVER PREMIER COLLEGE

*Hotel Management*

## **International Student Service Coordinator**

Vancouver Premier College of Hotel Management (VPC) is currently accepting applications for a full-time Student Service Coordinator in campus. The ideal candidate will be bi-lingual in both English and Mandarin, mature, and people-oriented with much experience and enthusiasm in working with international students

### **Key Duties & Responsibilities: (including, but not limited to)**

- Advise students in relation to educational programs, educational goals and career plans
- Interview students about complex academic issues and help them make informed decision
- Assist students with program planning and course load adjustment
- Provide students with current course and program information
- Plan, coordinate and organize meetings with faculty and students regarding program advising and student retention.
- Be a bridge between staff, instructors, students on cultural and personal matters
- Facilitate first day orientation for international students
- Attend, help, plan and coordinate campus activities to engage and connect international students with campus services and resources
- Provide international students with opportunities to volunteer and/or become involved in the community
- Help students understand the Canadian policies related to international students and coordinate with Registration office to ensure compliance with the requirements of their study permits as defined by Canadian Immigration and Refugee Protection Act

### **Qualification & Skills:**

- Bachelor degree in Education, Counseling or other related field with a minimum of one year's experience in working with students in the school settings
- Excellent writing skills and basic knowledge with MS Office (including Outlook, PowerPoint, Word, and Excel)
- Familiar with the post-secondary educational systems in B.C. and Canada including familiarity with international education and with Citizenship & Immigration Canada policies and procedures related to international students
- Strong communication and interpersonal skills with ability and desire to establish positive relationships with students from diverse backgrounds and be able to work collaboratively with a variety of faculty and staff
- Fluent in both the English and Chinese languages, verbal and written.
- Ability to work both with a team and independently with minimum supervision

If you meet the profile above and are interested in the position, please send a cover letter and a resume in WORD or PDF format to [info@vpcollege.com](mailto:info@vpcollege.com)