



School District No. 73 (Kamloops-Thompson) International Education is seeking a contract recruiter to market the International Student Program in active market areas abroad.

This position reports directly to the Director of Instruction responsible for International Education. The Contract Recruiter is responsible to implement a recruitment and marketing plan to build a sustainable International Student Program.

The Contract Recruiter will be paid a daily rate and the cost of travel expenses. The Contract Recruiter will be required to travel up to 120 days per year and represent a number of markets throughout the world.

Responsibilities of the Recruiter include:

- Maintaining current understanding of the current curriculum and pedagogical practices, Ministry of Education initiatives and policies, the Kamloops International Student Program, and relevant school district programs and policies
- Planning, organizing and implementing recruitment trips and trip summary documentation
- Maintaining a database of agents and contacts that is shared with the International Education office
- Supporting the International Student Program in special events
- Consultation with International Education staff members on district and program initiatives
- Acting as a key contact for agents for the market of representation
- Working closely with the District Principal – International Student Program to receive a summary of the success/concerns from students from the market of representation
- Conducting market research
- Acting as a liaison with the Trade Commissioner from the market of representation
- Act as an educational agent for students not otherwise assigned to an educational agent
- Other related duties as assigned by the International Education office

Qualifications:

- Experience or expertise in the markets of representation and in international student program recruitment

- Exceptional communication skills
- A background in marketing or communication is preferred
- A background in the field of education, secondary programming, specifically international education
- Experience and knowledge of school district policy and procedure
- Valid BC Teaching Certificate is preferred
- Exemplary initiative, interpersonal, organizational and consultation skills
- Valid BC driver's license

DEADLINE: Expressions of interests are requested by Friday, January 25, 2019 by 12 pm.

Applicants are asked to provide supporting documents related to relevant qualifications and experience.

Mr. Shayne Olsen, Associate Superintendent – Human Resources
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