

***KPU offers all learners opportunities to achieve success in a diverse range of programs that blend theory and practice, critical understanding, and social and ethical awareness necessary for good citizenship and rewarding careers.***

**InteRnational Recruitment and admissions COORDINATOR, SOUTHEAST ASIA-**

**Competition Number 19-74R**

Kwantlen Polytechnic University has an immediate opening working with KPU International in the position of International Recruitment and Admissions Coordinator for **Southeast Asia**. This is a full-time regular position.

The International Recruitment and Admissions Coordinator is responsible for service-oriented recruitment, admission processing and enrollment advising for prospective and new international students who are interested in undergraduate, post-graduate diplomas, and preparatory programs at Kwantlen Polytechnic University (KPU). As the first point of contact for prospective international students and educational agents throughout the recruitment and admissions cycles, the Coordinator provides on-the-spot admissions reviews and offers at their discretion during a variety of educational, community and professional activities and events in the Lower Mainland, nationally and internationally in order to recruit well-qualified students. The Coordinator provides program specific admissions guidance to prospective students and applicants based on program suitability, and eligibility based on an evaluation of student’s needs, prior academic history and future goals. The position is required to maintain a high level of knowledge of current educational trends and practices in Canada and around the world, as well as KPU admissions and transfer credit policies and procedures. The Coordinator issues University official letters, including Offer Letters, Letters of Acceptance and Immigration Letters to qualified students.

The successful candidate must have full command of the English language both verbal and written, as well as **full fluency, both verbal and written, in one of the languages from Southeast Asia countries, e.g. Vietnamese, Tagalog, Indonesian or Malay**. Candidates with personal experience studying, working and/or living abroad is an asset. S/he will possess a considerable level of technical skills including the use of the Microsoft office suite (Word, Excel, Access and PowerPoint); BANNER or a similar integrated student information system/database; communications programs such as Windows Live and Skype. S/he will have a proven ability to be flexible in adapting speaking and presentation style to people of various backgrounds and cultures, and a proven ability to present and convey appropriate and diplomatic responses to questions under pressure. Furthermore, the ability to multi-task, apply organizational skills to meet deadlines, and use problem solving skills is required.

Please see job description below for further information.

The salary range for this position is $50,740.69 - $56,685.13/year. In addition, KPU offers a competitive benefits package that includes medical, dental, extended health benefits, life insurance, AD&D, and a defined benefit pension plan

**This position will remain open until filled.**

To be considered for this exciting opportunity at one of B.C.’s Top Employers, please forward your resume, including copies of post-secondary transcripts, **quoting competition number to:** **employ@kpu.ca**

***All qualified candidates are encouraged to apply; however priority will be given to those legally eligible to work in Canada.***