

***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.***

**Confidential assistant to the associate vice president, international**

**Competition Number 19-104**

KPU International at Kwantlen Polytechnic University has an exciting opportunity for a regular, full-time Confidential Assistant position. The Confidential Assistant is the primary support position to the Associate Vice-President, International, and as such deals with sensitive and confidential issues that often have significant impact on the organization. Utilizing strong organizational, analytical and problem solving skills, s/he works independently and exercises initiative and excellent judgment to complete the responsibilities of this position.

As part of the administrative support team working within KPU International, this position will provide ad hoc support to the entire KPU International management team as needed; as well as provide advice and guidance on jurisdiction, strategy, policy and process. S/he is responsible for ensuring there is accurate and effective liaison among KPU International, the Office of AVP International and the University.

This position requires the ability to build and maintain positive, cooperative, and service-oriented relationships with internal and external stakeholders, where diversity of situations and people are routinely encountered; as well as the ability to exercise a high level of initiative and responsibility, work independently and establish own priorities and meet deadlines.

The ideal candidate is required to have a Bachelor’s degree from a recognized university and minimum five (5) years of progressively senior executive support experience. An equivalent combination of education, training and international related experience may also be considered. Excellent verbal and written communications skills and the proven ability to communicate effectively in English with a wide range of individuals and stakeholders at all levels (internal, domestic, international). Fluency in a second language would be an asset.

This position is based on our Surrey Campus, however frequent travel between campuses and throughout the communities that KPU serves will be required. A driver’s license and access to a vehicle are considered an asset. The ability to work evenings and weekends, as needed, is also required.

Please see job description located on our website for further information.

KPU offers a competitive benefits package that includes medical, dental, extended health benefits, an annual health care spending account, 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 19-104 to:** **employ@kpu.ca**

**The University welcomes and encourages applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. If you require an accommodation through our hiring process, please include your request in the application email.**

**We thank all applicants for their interest in employment with KPU. Only those selected for an interview will be contacted.**

**Kwantlen Polytechnic University is committed to protecting the safety and welfare of employees, students, and the general public, and upholding the reputation and integrity of the University. For this reason, final applicants will be asked to undergo a background check**