

***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, ADMISSIONS AND ARTICULATION Support Assistant Competition Number 19-118R**

KPU International at Kwantlen Polytechnic University has an immediate opening for a regular, full-time (35 hours/week) position of International Recruitment, Admissions and Articulation Support Assistant. In this role, you will provide administrative support to the Office of International Recruitment, Admissions and Articulation, including, but not limited to processing applications; verifying, updating and maintaining student records; verifying and entering documents, test scores and transcripts in the system; and issuing admissions letters to prospective students. You will also be, on occasion, providing support to students and the University community at our reception desk, as well as working on other routine administrative support functions.

Successful completion of an undergraduate diploma is required, as well as full fluency in English and Mandarin Chinese. The successful candidate will preferably have two or more years’ experience supporting international students at the post-secondary level and demonstrated awareness and sensitivity to the cross-cultural communication requirements of international students.

Competency in navigating in Banner or a similar student records system is an asset, as well as intermediate skills using MS Word and Excel. Minimum of 40 wpm keyboarding skills with a high degree of accuracy is required.

This position will be based on our Surrey Campus, however, travel to our other campuses may be required.

Please forward your resume, including copies of post secondary transcripts, **quoting competition number 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.*

 ***All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.***