

***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 19-167R**

KPU International at Kwantlen Polytechnic University has an immediate opening for a **full-time (35 hours/week) regular 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 in a language from one of KPU’s target markets

The successful candidate will preferably have two or more years of 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 19-167R by September 20, 2019 to:** **employ@kpu.ca**

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