

***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 Manager - Competition Number 19-141**

Kwantlen Polytechnic University has an immediate opening working with KPU International as the International Recruitment & Admissions Manager. This is a full-time regular position at our Surrey campus.

The primary focus of this position is to implement and develop KPU’s international marketing strategy in North and South America to grow the number of international students at all academic levels.

Reporting to the Director of International Recruitment & Admissions, the incumbent will be an integral manager within KPU International and will have the responsibility of implementing student recruitment initiatives and overseeing the development of all marketing material. The International Recruitment & Admissions Manager is a crucial leader in overseeing the admissions process, including maintaining KPU’s integrity during every stage and through the process of verifying documentation. A key member of KPU International, the manager will have significant input into all issues relating to international marketing, recruitment and admission functions, and will fulfill the role of representing KPU in a number of overseas countries.

The ideal candidate is required to have a Bachelor’s degree from a recognized university and a minimum of two (2) years of relevant experience at an educational institution in the area of education, marketing, or leadership in an educational setting. They must also have a strong background working with international educational agencies and attending student recruitment fairs in North and South America. A combination of education and working experience will be considered. Candidates with supervisory experience are preferred. 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) is essential. Full Fluency in Spanish is required and the ability to speak other Latin American languages is an asset.

This position requires the ability to work some evenings and weekends in order to attend and execute international student events and activities. This position is based on our Surrey Campus, however frequent travel between campuses and throughout the communities that KPU serves will be required. A valid driver’s license and access to a vehicle are considered an asset.

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

KPU offers a competitive salary and 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, however, a review of resumes will commence on November 15th, 2019.***

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 19-141 to:** [**employ@kpu.ca**](mailto:employ@kpu.ca)

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