



Columbia College
Vancouver, Canada

Since 1936 Columbia College has offered quality educational programs, including a University Transfer Program fully integrated into the BC Transfer System, an Associate Degree Program certified by the Ministry of Advanced Education, a University Preparatory Program, and a High School Program certified by the Ministry of Education. Thousands of Canadian and international students have progressed through Columbia College's programs to Canadian universities or successful careers.

Immigration and Graduation Success Advisor (RCIC or RISIA)

Columbia College is seeking an **Immigration and Graduation Success Advisor** to join and collaborate with our Student Services department.

This is a fantastic career opportunity for a knowledgeable immigration specialist passionate about working with an international student body and contributing to diverse student services projects.

The working schedule for this position will be **Monday to Friday from 9:00 am to 5:00 pm (35 hours per week)**. The role will be performed in a hybrid model during the winter semester, four days on campus and one working remotely. The hybrid model is subject to change.

SUMMARY:

The Immigration and Graduation Success Advisor position's primary purpose is to analyze international students' needs and design research-informed tools, workshops, and documentation to enable successful student integration, retention and transition to life beyond graduation. The Advisor will also work on developing and implementing immigration-related policies, procedures, and services. This role works collaboratively with the Student Services department.

DUTIES/RESPONSIBILITIES included, but not limited to:

The Advisor will be responsible for the following and other related duties assigned to support Columbia College students.

Immigration Advising:

- Provides guidance and acts as a resource person to international students about federal and provincial immigration policies and procedures.
- Assists students with resolving problems related to their immigration documents to the extent permitted by the level of certification obtained.
- Refers students to other professionals and ensures follow-up with immigration authorities, as needed.
- Advocate for international students in dealing with emerging issues.
- Keeps abreast of changes in immigration regulations and applies excellent knowledge of Canadian immigration law, regulations and policies as they pertain to International students
- Maintains confidential advising records/databases and provides statistical reports on service delivery as required.
- Keeps updated on best practices related to international student advising, immigration advising, and retention.
- Applies excellent knowledge of Canadian immigration law, regulations, and policies pertaining to international students.
- Monitors global events that may have an impact on Columbia College international students.
- Develops and facilitates immigration workshops for students on critical subjects such as the rules surrounding off-campus work and the Post-graduation Work Permit Program
- Develops, organizes and implements events on Immigration related topics.
- Updates all procedures/guidelines related to immigration for international students, including the following tasks:
 - Study Permits (including secondary to post-secondary transition), Temporary Resident Visas, eTAs, Spousal Work Permits, Post-Graduation Work Permit, etc. (during orientation and at mid-semester. Two to three times per semester)
 - Manages timelines for updating certain documents and ensures that all documents apply to IRCC.
 - Follows up with students who are nearing the end of their status to remind them of their responsibilities
 - Produces pamphlets and instruction guides for students on all related fields.
 - Updates all online information ensuring accuracy, compliance, and usefulness for students.

Medical Insurance:

- Ensures that Medical Insurance documents are entered correctly in CAMS, and that expired entries are removed regularly.
- Correlates data on file with enrollments, ensuring that students have the correct policy required.
- Troubleshoots any enrollment issues with the insurance provider and system manager as and when they arise.

Graduating Student Success Program:

- Develops a series of events, workshops and information dissemination opportunities to prepare students for their transition to life after Columbia College
- Collaborates with Student Services team members and other departments to ensure that the needs of graduating students are met.
- Measures the success of the program and continuously strives for improvement.

Convocation:

- Assists the Student Services Manager with the planning and execution of the annual convocation ceremony and other related events.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES:

- Bachelor's Degree in Education or related field.
- Must meet the Immigration, Refugees and Citizenship Canada requirements for certification as an Immigration Representative and active member with the Immigration Consultants of Canada **Regulatory Council as a Regulated Canadian Immigration Consultant (RCIC) or Regulated International Student Immigration Advisor (RISIA)**;
- One to three years of related experience in areas such as in international education programming and student advising or an equivalent combination of education, training, and experience;
- Excellent program administration and event coordination skills;
- Excellent interpersonal, organizational, analytical, problem-solving, communication, interview, and intercultural skills;
- Outstanding group leadership and facilitation skills;
- Ability to think strategically and lead the design and implementation of immigration compliance policies;
- Ability to assess and appropriately respond to Critical Incidents;
- Ability to exercise mature judgment, initiative, diplomacy, and tact;
- MS Office proficiency and ERP experience;
- A high level of ethics, discretion, tact and diplomacy;
- Strong oral and written communication skills; and
- Ability to positively engage with students, faculty and staff and constructively problem-solve

SALARY:

Columbia College offers a competitive salary based on qualifications and experience. This position's starting full-time salary range is \$59,179.64 – 71,218.72, subject to experience.

All Columbia College employees are covered by the Columbia College Employment Agreement, which includes full benefits, a generous RRSP plan and vacation once confirmed.

How to Apply:

Please submit your application, including cover letter and resume, through our portal <https://www.myavanti.ca/CareersAtColumbiaCollege/>

Please note that filling out the entire profile is not mandatory in order to upload the required resume and cover letter on the platform.

Application Deadline: March 27, 2023

At Columbia College, we foster a culture of equity, diversity and inclusion. The College invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to the further diversification of our Institution.

We thank all applicants for their interest in the position; only those selected for an interview will be contacted.