



Assistant Manager, International Recruitment and Services

Notice of full-time administrative vacancy

Our organization is seeking individuals who will help our College be recognized as the pre-eminent student-centered post-secondary institution in the country with an unyielding dedication to giving students the tools they need to reach their goals. Our growing College, located at the hub of the Great Lakes, is looking for someone who is motivated to make a difference in the lives of our students.

The Opportunity: The Assistant Manager, International Recruitment and Services is the assistant to the lead administrator for international recruitment and services at Sault College with the responsibility to support the growth of international student enrolment and international student services. The Assistant Manager will supervise the delivery of a comprehensive pre-departure and orientation plan for each international student intake as well as the ongoing development and delivery of international student educational and social activities.

The Assistant manager will coordinate services for international students leveraging existing student services coupled with specialized international support services and support students with respect to acquisition and compliance of Canadian immigration regulations. The Assistant Manager will support the College WUSC committee and oversee the efficient admissions and support of exchange and direct entry students.

What you need to be successful:

- Post-secondary degree international relations, marketing, business, public relations and event management or related field
- valid driver's license and transportation or personal mobility to the degree normally associated with possession of a valid driver's license and transportation
- Must possess a minimum of two years of experience within an international department
- Supervisory experience (in a unionized environment preferred)
- Must possess international admissions and visa/study permit knowledge; ICCRC designation preferred
- Experience working with complex international student issues
- Must possess strong interpersonal and written and verbal communication skills
- Ability to work independently and within a team setting
- Ability to travel independently as required

Salary commensurate with qualifications and experience.

Sault College is an invitational College and an equal opportunity employer. We will accommodate your needs under the Ontario Human Rights Code and we will fairly hire the best candidates based on merit.

PLEASE SUBMIT YOUR RESUME, COVER LETTER AND 3 REFERENCES VIA EMAIL BY 4 P.M. ON SEPTEMBER 22, 2017 TO: humanresources@saultcollege.ca

We thank all applicants in advance – only those selected for an interview will be contacted.

saultcollege.ca