

INTERNATIONAL STUDENT ADVISOR

Student Services

Location: Cold Lake Campus
Position type: Full-time continuous
Salary: \$54,600 to \$70,836 per annum

Job number: 24-020
Posting date: July 23, 2024
Closing date: Will begin reviewing resumes August 2, 2024

ABOUT THE POSITION

Portage College has an exciting new opportunity for an International Student Advisor. The International Student Advisor reports to our Associate Registrar and will be based out of our Cold Lake campus. The position involves providing personalized guidance to students from diverse cultural backgrounds and ensuring their successful integration into academic programs. International travel as well as some evening and weekend work are expected in this position.

Responsibilities include:

- Facilitate the cultural adaptation of international students by providing resources and support to help them navigate academic, social, and community aspects of college life.
- Stay informed about immigration regulations, assisting students in maintaining compliance with visa requirements and addressing any related concerns.
- Identifies, visits, evaluates, and approves homestay families and locations; matches students with host families, corresponds with host families and students.
- Serve as an advocate for individuals and/or groups on issues. Liaise with appropriate on or off campus agencies.
- Develop and implement orientation programs tailored to the unique needs of international students to ensure a smooth transition into the academic community.
- Enhance cross-cultural communication among students and faculty, fostering an inclusive environment that values diversity.
- Research and monitor changes made by federal and provincial departments that may affect international students and act on changes as required.

QUALIFICATIONS AND EXPERIENCE

- Diploma in Business Administration, Community Social Work, or Human Services. Equivalencies may be considered.
- Minimum two years related experience. Experience working in a post-secondary setting is considered an asset.
- Successful candidate must hold or be willing to obtain a Regulated International Student Immigration Advisor license.
- Experience working with international students or in cross-cultural environments.
- Strong understanding of academic advising principles and higher education systems.
- Knowledge of immigration regulations related to international students.
- Excellent communication and interpersonal skills.
- Strong skills in organization, data entry and customer service
- Ability to work under strict deadlines and display keen problem-solving skills.
- Must be self-directed and able to prioritize workload with little or no supervision.
- Must be proficient with computers, especially MS Office.
- Ability to work evenings and weekends.
- Valid passport.
- Successful candidate will be required to provide a current police information check.



ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for over 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As an employee at the College, you will benefit from generous paid time off, participation in the College pension and benefits plans and have access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses, or attending conferences or workshops.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society. If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at **780-623-5747**.

Please note we do not accept third-party resume and cover letter submissions. The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

