

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 (Updated August 1, 2024)
Closing date: Until a suitable candidate is found

ABOUT THE POSITION

Portage College has an exciting new opportunity for an International Student Advisor. The International Student Advisor reports to the Associate Registrar and will be based out of our Cold Lake campus. The International Student Advisor is responsible for applicant placement, student grant funding management and follow up. This position ensures that all documentation related to the admission process, payment arrangements and student sponsorship are completed, entered and that consistency and fairness is followed with all applicants.

Responsibilities include:

- Implements all admissions timelines and tasks plans to maintain service level commitments to program areas.
- Provides information to prospective students on College Programs and what pre requisites are required
- Interviews students to determine career goals
- Provides specific information about various funding programs (agencies) & determines student eligibility
- conducting academic assessments and review of transcripts/testing
- Coordinates with program coordinator

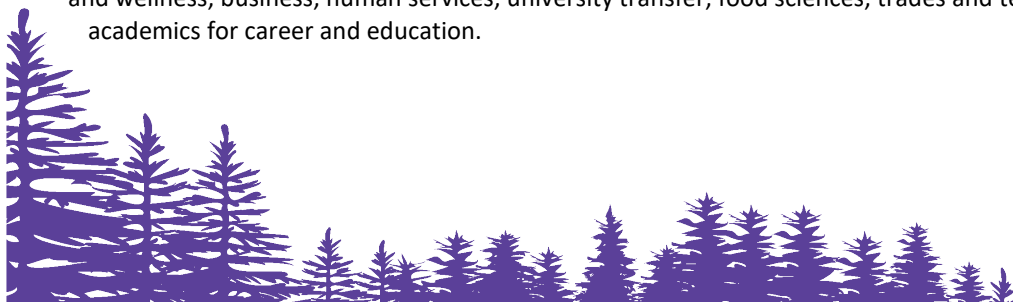
QUALIFICATIONS AND EXPERIENCE

- 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 careers@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.

