

Posting Date: May 28, 2018



**CATHOLIC INDEPENDENT SCHOOLS,
DIOCESE OF VICTORIA**

invites applications for

**Full-time Director of International Education
For St. Andrew's Regional High School in Victoria, BC,
and other Island Catholic Schools**

Reporting to the Principal and Superintendent, the *Director of International Education* is responsible for the recruitment of international students from a variety of countries and supporting those students and their families while in Canada. Although the focus is on recruiting for St. Andrew's Regional High School (a Grade 8 to 12 Catholic high school with approximately 350 students), the person is expected to recruit for our elementary schools where possible.

Duties and Responsibilities:

- Recruit international students for short and long stay educational experiences
- Attend recruitment fairs and engage in agent visits
- Collaborate with other colleagues in the industry
- Travel abroad two to three times per year
- Create effective agency partnerships and maintain relationships
- Review and evaluate all international applications (paper and skype) to determine whether a student should be accepted into the international program; also includes preparation of acceptance letters and invoicing families
- Provide international families with support in acquiring immigration documents, study permits, medical insurance, Visa, custodianship, etc.
- Communicate regularly with families and students (enrollment and ongoing school support)
- Provide ongoing student support at the school level (academic, spiritual activities, etc.)
- Work collaboratively with teachers who teach the international students
- Work with the academic counsellor and administration to create student timetables, based on student needs
- Work collaboratively with homestay coordinator to support student placement
- Oversee homestay coordinator and support that employee as needed
- Understand and stay abreast of Ministry of Education and government regulations for international students
- Research requirements for students from other countries to study in Canada.

Qualities & Skills:

- Bachelor degree
- International experience
- Previous experience with recruiting international students including a proven track record of recruiting international students
- Marketing skills and ability to sell the school
- Ability to understand and work with people from diverse cultures
- Approachable
- High level of initiative, independence, judgement and discretion
- Effective organization, time management, problem solving and critical thinking skills
- Excellent interpersonal and communication (including verbal & written skills and ability to communicate via technology)

- Asset to have additional languages
- Ability to maintain confidential information
- Commitment to Catholic Education

Remuneration: commensurate with qualifications and experience (similar to a teaching salary)

Application deadline: June 18, 2018

Start date: August 1, 2018

Please provide:

- cover letter
- resume including name and contact information for three professional references
- photocopy of university transcripts or copy of degree
- If Catholic, please submit Pastor Reference form (template found on <http://cisdv.bc.ca/employment-opportunities.php>)

Only applicants short-listed will be contacted.

For further information, contact:

Mr. Andrew Keleher, Principal
250-479-1414

or Beverly Pulyk, Superintendent
250-727-6893 (ext 242)

Applications should be forwarded to:

Island Catholic Schools Office
Attention: Beverly Pulyk, Superintendent
#1-4044 Nelthorpe Street,
Victoria, BC V8X 2A1