

International Students and Immigration Advisor International Education

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions. Applicants must identify the competition number they are applying for in the subject line of the email.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career. Together, we are going places.

Duties: Reporting to the International Project Manager, the International Student and Immigration Advisor counsels, educates, and supports a diverse international students population (prospects, applicants, and enrolled students) to define realistic and attainable academic plans; matches education, interests and goals with suitable programs; evaluates program readiness based on academic and professional background and recommends academic upgrading options where appropriate. This position requires a person who is a designated Immigration Consultants of Canada Regulatory Council (ICCRC) member that can provide professional, confidential, ethical and accurate advice for international students in areas such as Study Permit extension, CO-OP Work Permit, Post-Graduate Work Permit, Temporary Residence Visa, Manitoba Provincial Nominee Program (MPNP) and other related immigration information. The International Student Advisor / Immigration Advisor must uphold the standards and policies set by International Education Act of Manitoba – Bill 44 and other Canadian international education bodies and associations.

Qualifications:

Required:

- An undergraduate degree in Education or a Business related field. Other combinations of education and experience may be considered.
- A designation with the Immigration Consultants of Canada Regulatory Council (ICCRC) and membership in good standing
- Experience in academic, career and immigration advising to international students.
- Experience working with confidential records and knowledge of FIPPA.
- Effective written, verbal and interpersonal communication skills.
- Excellent organizational and time management skills with the ability to work with vast amounts of information and meet deadlines while working under pressure.
- Demonstrated initiative and ability to work independently with little or no supervision.
- Ability to maintain effective relationships with College faculty, support staff, agent network and the general public
- Extensive experience and proficiency with MS Office Applications (e.g. MS-Word, Outlook, Excel, PowerPoint) and the ability to learn new software quickly and efficiently
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning.

Assets:

- Experience advising international students at the post-secondary level
- Knowledge of other language(s) such as Portuguese, Spanish, Hindi, Cantonese and/or Mandarin and International work experience

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Satisfactory criminal records check
- Must hold a valid Manitoba Driver's License and be able to travel within Canada and Internationally
- This position may be required to work evenings

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2017-048
Closing Date: May 19, 2017
Salary Range: \$56,777 - \$77,695 per annum
Apply to: Red River College
e-mail: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires an accommodation during the application or selection process, Human Resources will work with the applicant to meet the accommodation needs

For more information and other employment opportunities, visit www.rrc.ca/employment,
www.rrc.ca/hiringprocess, & www.rrc.ca/about.