

International Credential and Transfer Credit Officer Student Engagement

Full-Time, Term Position Available (May 2018 up to May 2019) with possibility of an extension

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

An eligibility list may be created for similar casual, part-time, full-time, and term positions

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.

Duties:

Reporting to the Associate Registrar, Student Engagement, the International Credential and Transfer Credit Officer is responsible for, International Credential evaluation responsibilities include: verifying authenticity, assessing and evaluating international credentials for admission to Red River College programs; conducting research on international educational systems and specific countries to gain context for documents presented; utilizing web-based resources such as World Education Services (WES) and AACRAO Electronic Database for Global Education (EDGE) for the evaluation of international educational credentials; engaging in and contributing to networks supporting the assessment and recognition of international credentials; working with Admissions Officers, Chairs and Academic Coordinators to ensure that applicants meet admission requirements; documenting assessment results and advising Admissions Officers accordingly. Transfer Credit evaluation responsibilities include: collecting transcripts, course outlines and other documentation to aid Academic program designates in determining appropriate transfer credit awards; checking for precedent transfer credits, internal equivalences and articulation agreements; tracking, collecting, building and maintaining a database (Colleague) of transferable courses and transfer credits granted while acting as a liaison between the student and faculty to ensure consistency in transfer practices.

Required Qualifications:

- A Bachelor degree in Education or Business. Other combinations of education and experience may be considered
- Several years of experience in a post-secondary admission/registration setting
- Experience in evaluating post-secondary international academic credentials
- Experience utilizing web-based resources such as WES and EDGE for the evaluation of international educational credentials
- Experience with best practices related to transfer credit management
- Demonstrated experience working with students, faculty and the wider academic community
- Exceptional interpersonal and verbal communication skills
- Excellent written communication skills
- Effective analytical and problem solving skills
- Ability to work independently and as a team player with demonstrated leadership skills
- Demonstrated ability to organize and prioritize duties to ensure deadlines are met
- Demonstrated experience with communicating in a cross-culturally sensitive manner with people from diverse groups
- Extensive experience with Microsoft Word/Outlook/Excel
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

Assets:

- Experience with Recognition of Prior Learning processes
- Experience with Colleague and Recruiter Student Information System

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

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

Competition Number: 2018-027
Closing Date: March 19, 2018
Salary Range: \$51,576 - \$70,603 per annum

Apply to Red River College by email: 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 accommodation during the application or interview process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

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