



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce Canadian Indigenous Job Seekers to a new approach to job searching. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Canadian Indigenous Peoples with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Subsidiary Offices:

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Job Board Posting



Careers.Indigenous.Link

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Coordinator, International Student Success & Global Learning / Coordonnateur.trice, RÃ©ussite

Job ID	D9-13-4E-FF-6F-D6
Web Address	https://careers.indigenous.link/viewjob?jobname=D9-13-4E-FF-6F-D6
Company	Bishop's University
Location	Sherbrooke, Quebec
Date Posted	From: 2021-09-02 To: 2022-03-01
Job	Type: Full-time Category: Education
Job Salary	\$28.84 To/Ã \$37.65 Per Hour/de L'heure (APBU Ã€ " Unionized Position/poste SyndiquÃ©)
Languages	English And French / Anglais Et FranÃ§ais

Description

Posting 21-32 (Temporary full time position)

Coordinator, International Student Success & Global Learning (BU International)

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking a Coordinator, International Student Success & Global Learning (BU International) for a temporary full-time position. Reporting to the Manager of Bishop's International and Student Life and working closely with another Coordinator in BU International, the Coordinator promotes intercultural and global learning opportunities that are accessible for all BU students, and provides guidance to students before, during and after their experiences abroad or locally. The coordinator also plans, develops and implements a variety of initiatives to support international students in preparation and throughout their transition to life on campus and in Canada. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of Duties & Responsibilities:

- Organizes and hosts annual outbound international mobility information sessions, pre-departure and health and safety abroad workshops and events;
- Meets with BU students to provide guidance regarding the outbound mobility process and other global learning opportunities, as relates to their academic needs and personal objectives. Provides information regarding application and selection process, partner institutions, language requirements and course availability;
- Maintains contact and provides ongoing support to Bishop's University students throughout their international mobility experiences: before, during and upon re-entry.
- Maintains the international risk management database and monitors country travel reports and warnings in accordance with BU International Risk Management Policy. -Keeps abreast of trends and good practices in international risk management and health and safety abroad for student mobility;
- May be asked to be part of on-call international crisis response team;
- Partners with the BU admissions office and with international partner Universities to review and maintain student exchange balances in accordance with applicable agreements. Reviews exchange information and proactively communicates with partners to determine available exchange space, ensuring appropriate balance in the number of exchange students from year to year and agreement renewals as required;
- Creates content for international and exchange programs, including developing website and promotional materials. Ensures website/social media content is timely and informative, keeps updated statistics and data related to international mobility;
- Proactively maintains strong relationships with internal / external stakeholders (e.g. incoming / outgoing students, partner universities, government organizations, university services, Faculty departments, etc.) as appropriate to effectively support and represent the interests of students;
- Provides quality services and guidance to international students on issues relating to documents and procedures, student wellness and academic support services. Facilitate access to available resources;
- Coordinates the planning and execution of international student orientation programs for incoming students, ensuring collaboration with relevant stakeholders.
- Other tasks as assigned.

AFFICHAGE 21-32 (Poste temporaire Ã temps plein)

Coordonnateur.trice, RÃ©ussite des Ã©tudiant.e.s internationaux et apprentissage global (BU International)

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un Coordonnateur.trice, RÃ©ussite des Ã©tudiant.e.s internationaux et apprentissage global (BU International) pour un poste temporaire Ã temps plein. Relevante de la Gestionnaire, Bishop's International et Vie Ã©tudiante et travaillant en Ã©troite collaboration avec un.e autre Coordonnateur.trice de BU International, le ou la Coordonnateur.trice promeut Ã©galement les opportunitÃ©s d'apprentissage interculturelles et mondiales qui sont accessibles Ã tous les Ã©tudiant.e.s de BU, et fournit des conseils aux Ã©tudiant.e.s avant, pendant et aprÃ©s leurs expÃ©riences Ã l'Ã©tranger ou localement. De plus, le titulaire du poste planifie, Ã©labore et met en Ã©uvre une variÃ©tÃ© d'initiatives pour soutenir les Ã©tudiant.e.s internationaux dans la prÃ©paration et tout au long de leur transition vers la vie sur le campus et au Canada. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine occasionnelles.

Nature des tÃ¢ches:

- Organiser des sessions annuelles d'informations sur la mobilitÃ© internationale Ã l'Ã©tranger, des ateliers et des sÃ©ances d'informations prÃ©-voyage et sur la santÃ© et la sÃ©curitÃ© Ã l'Ã©tranger;
- Rencontrer les Ã©tudiant.e.s pour fournir des conseils concernant le processus de mobilitÃ© internationale et autres opportunitÃ©s

dâ€™apprentissage mondial en relation avec leurs besoins acadâ€™miques et objectifs personnels. Fournir des informations sur le processus de candidature et de sâ€™lection des institutions partenaires, sur les exigences linguistiques et sur la disponibilitâ€™ des cours;

- Maintient le contact et fournit un soutien continu aux â€™tudiant.e.s de lâ€™Universitâ€™ Bishopâ€™s tout au long de leurs expâ€™riences de mobilitâ€™ internationale : avant, pendant et aprâ€™s leur retour;
- Tient â€™ jour la base de donnâ€™es internationale de gestion des risques et fait le suivi des rapports et avertissements de voyage des diffâ€™rents pays conformâ€™ment â€™ la politique internationale de gestion des risques de BU. Se tient â€™ jour sur les tendances et bonnes pratiques en matiâ€™re de gestion des risques de santâ€™ et sâ€™curitâ€™ â€™ lâ€™international pour la mobilitâ€™ des â€™tudiant.e.s;
- Peut â€™tre appelâ€™e â€™ faire partie de lâ€™â€™quipe internationale dâ€™intervention sur appel en cas de crise;
- Collaborer avec le bureau des admissions BU et avec les universitâ€™s partenaires â€™ lâ€™international pour examiner et maintenir les â€™changes â€™tudiant.e.s conformâ€™ment aux accords applicables. Examiner les informations dâ€™â€™changes et communiquer de maniâ€™re proactive avec les partenaires pour dâ€™terminer lâ€™espace dâ€™â€™change disponible, garantissant un â€™quilibre appropriâ€™ du nombre dâ€™â€™tudiant.e.s dâ€™â€™change dâ€™annâ€™e en annâ€™e et le renouvellement des ententes au besoin;
- Crâ€™er du contenu pour des programmes internationaux et dâ€™â€™change, y compris le dâ€™veloppement de sites Web et de matâ€™riel promotionnel. Sâ€™assure que le contenu du site Web / des mâ€™dias sociaux est opportun et informatif et tient â€™ jour des statistiques et des donnâ€™es relatives â€™ la mobilitâ€™ internationale;
- Entretenir de maniâ€™re proactive de solides relations avec les parties prenantes internes / externes (par exemple, â€™tudiant.e.s entrants / sortants, universitâ€™s partenaires, organisations gouvernementales, services universitaires, dâ€™partements de facultâ€™, etc.), le cas â€™châ€™ant, pour soutenir et reprâ€™senter efficacement les intâ€™râ€™ts des â€™tudiant.e.s internationaux;
- Fournit des services et des conseils de qualitâ€™ aux â€™tudiant.e.s internationaux sur des questions relatives aux documents et procâ€™dures, au bien-â€™tre des â€™tudiant.e.s et aux services de soutien acadâ€™mique. Facilite lâ€™accâ€™s aux ressources disponibles;
- Coordonner la planification et lâ€™exâ€™cution des programmes dâ€™orientation dâ€™â€™tudiant.e.s internationaux arrivant sur le campus en assurant la collaboration avec les parties prenantes concernâ€™es;
- Effectuer toutes autres tâ€™ches connexes au besoin.

Experience

- Minimum 3 years of relevant experience working with diverse individuals, preferably in an advising & student support role within a post-secondary environment;
- Must have strong experiential background in student life issues related to intercultural learning, transitions and adaptation to diverse environments;
- Demonstrated experience in and dedication to Equity, Diversity and Inclusion.

- Minimum de 3 ans dâ€™expâ€™rience pertinente de travail avec diverses personnes, de prâ€™fâ€™rence dans un râ€™le de conseil/support aux â€™tudiant.e.s dans un environnement postsecondaire;

-Possâ€™der une forte expâ€™rience avec les enjeux de la vie â€™tudiante liâ€™s â€™ lâ€™apprentissage interculturel, aux transitions et â€™ lâ€™adaptation aux environnements diversifiâ€™s;

-Expâ€™rience dâ€™montrâ€™e et dâ€™vouement envers lâ€™â€™quitâ€™, la diversitâ€™ et lâ€™inclusion.

Credentials

Regulated International Immigration Adviser certification preferred / Certification de conseiller en immigration internationale est considâ€™râ€™e comme un atout

Education Requirements

- Undergraduate degree in a related field, or equivalent / Diplâ€™me de premier cycle dans un domaine connexe ou equivalent.

Essential Skills

- Strong ability to exercise tact, judgement and discretion when dealing with confidential information. Ability to relate to students in a manner that builds trust and confidence;
- Experience working with diverse student groups and possessing a student-centered mindset;
- Ability to work collaboratively, maintain confidentiality, exhibit sensitivity to the needs and interests of various stakeholders;
- Strong presentation and facilitation skills;
- Sound judgement with effective analytical, interpretive, and problem-solving skills;
- Ability to demonstrate empathy and understanding when dealing with individuals in distress;
- Exceptional organizational and time-management skills;
- Experience designing and delivering programming for students;
- Demonstrated experience in program leadership and project management;

-Forte capacitâ€™ â€™ exercer du tact, du jugement et la discrâ€™tion en traitant lâ€™information confidentielle. Capacitâ€™ â€™ â€™tablir des relations avec les â€™tudiant.e.s dâ€™une maniâ€™re qui renforce la confiance;

-Expâ€™rience de travail avec des groupes dâ€™â€™tudiant.e.s diversifiâ€™s et avoir un â€™tat dâ€™mesprit centrâ€™ sur lâ€™â€™tudiant.e.

-Capacitâ€™ â€™ travailler en collaboration, â€™ maintenir la confidentialitâ€™, â€™ â€™tre sensible aux besoins et aux intâ€™râ€™ts des divers intervenants;

-Fortes compâ€™tences en prâ€™sentation et en animation;

-Excellent jugement avec des compâ€™tences analytiques, interprâ€™tatives et de râ€™solution de problâ€™mes efficaces;

-Capacitâ€™ â€™ faire preuve dâ€™empathie et de comprâ€™hension face â€™ des personnes en dâ€™tresse;

-Compâ€™tences exceptionnelles en organisation et en gestion du temps;

-Expâ€™rience dans la conception et la prestation de programmes pour les â€™tudiant.e.s;

-Expâ€™rience en leadership de programme et en gestion de projet;

Additional Skills

- Second language skills and international living/study/work experience considered an asset;
- Advanced computer skills in Microsoft Office (e.g. Word, Excel, PowerPoint, etc.) and experience in utilizing social media and technology to connect with students, staff and faculty.

-Compétences linguistiques dans une autre langue et expérience de vie / études / travail internationale considérée comme un atout;
-Compétences informatiques avancées dans Microsoft Office (Word, Excel, PowerPoint, etc.) et expérience dans l'utilisation des médias sociaux et de la technologie pour connecter avec les étudiants.e.s, le personnel et le corps professoral.

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies and welcomes applicants who are committed to upholding the values of equity, diversity, and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons with disabilities, women and LGBTQ2+.

L'Université Bishop's applique un programme d'accès à l'emploi issu de la Loi sur l'accès à l'emploi des organismes publics et accueille les candidats qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by September 19, 2021 before 4:00 pm to careers@ubishops.ca.

Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez ici le 19 septembre 2021, 16 :00 à careers@ubishops.ca

Veillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous avez besoin de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca