



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. 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 Indigenous Peoples of Canada 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:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

International Admissions And Student Services Representative

Job ID F7-F5-24-1F-9A-87

Web Address

<https://careers.indigenous.link/viewjob?jobname=F7-F5-24-1F-9A-87>

Company Red River College

Location Winnipeg, Manitoba

Date Posted From: 2018-07-18

To: 2018-07-27

Job Type: Full-time

Category: Education

Languages English

Description

International Admissions and Student Services Representative

International Education Office

Part-Time, Term Position Available (July 30, 2018 up to December 21, 2018) with possibility of an extension

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. Reporting to the Manager, International Admissions and Student Support Services, the International Admissions and Student Services Representative will provide exceptional service to international students, education agents and various internal departments. This position's primary responsibilities are to process International Student Applications through the assessment and evaluation of international academic credentials, language proficiency and program admissions requirements. Secondary responsibilities include capacity management, recommending appropriate study plans and issuing letters of acceptance. The incumbent must be knowledgeable on Immigration, Refugees, Citizenship Canada (IRCC) rules as they relate to Study Permits. The incumbent is also responsible for maintaining accurate student records, initiating student finance adjustments (e.g. forfeitures, refunds, etc.), coordinating withdrawals, testing, monitoring of deposits and Study Permit approvals. Admission management is conducted through the use of the International Student Program (ISP) database, Colleague and Recruit. The position continues to service international students until graduation from their program when they issue a Post-Graduation Work Permit. It is the expectation that the position provide prompt, friendly, professional and efficient customer service to all parties via email, in-person or over the phone. All of these activities support the mandate of the International Education Office.

REQUIRED QUALIFICATIONS

- Post-secondary Certificate in Business, Administration or Management. An equivalent combination of education and experience may be considered
- Experience in the assessment and evaluation of international academic and language credentials to meet the College's entrance requirements

- Experience in student admissions and accurately maintaining student records
- Experience working with a Student Information Systems
- Demonstrated ability to work both independently as well as part of a team
- Excellent customer service skills
- Demonstrated ability in developing and maintaining relationships with students, education agents and internal departments
- Excellent interpersonal and verbal communication skills
- Exceptional written communication skills
- Extensive experience with Microsoft Office including Access, Word, Excel and Outlook, including excellent keyboarding skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSET QUALIFICATIONS

- Experience working with Colleague, Recruiter and International student Program (ISP database) Systems
- Fluent in other languages such as Portuguese, Spanish, Hindi, Cantonese and/or Mandarin, Vietnamese, Korean - both orally and written are considered an asset
- Knowledge of Government of Canada's Immigration, Refugees and Citizenship Canada (IRCC) policies and regulations as they relate to international students

CONDITIONS OF EMPLOYMENT

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

How to Apply

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

Apply to Red River College by email: humanresources@rrc.ca

This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

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

Competition #: 2018-113

Closing Date: July 27, 2018

Salary: \$24.82 - \$33.95 hourly

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 selection 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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