



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION

Status: APPROVED
Date: September 28, 2017
Reviewed: February 17, 2017

Job Title

International Program Coordinator

Job Summary:

An employee who, under the direction of the International Program Administrator or designate, coordinates support services for fee paying international students with specific needs in accordance with the Ministry of Education provincial policies, procedures and Homestay Guidelines and District policies.

Job Requirements:

1. Business Administration program or equivalent with a minimum 2-year diploma with a concentration in accounting/finance and demonstrated two (2) years' related experience.
2. Demonstrate competence in the use of computers, word processing, spreadsheets, an International Database, and the international program website in order to maintain, update, and post on the website.
3. Manages the International Program budget and accounts.
4. Implements International Program policy.
5. Coordinates and communicates all stages of student admissions.
6. Maintains strict confidentiality.
7. Coordinates the screening process for homestay.
8. Coordinates criminal records checks submissions by homestay contractors for homestay family members.
9. Works with minimal supervision and has strong organizational and time management skills.

Approved: September 27, 2017
On behalf of CUPE Local 748:

International Program Coordinator
On behalf of School District No. 8 (Kootenay Lake):

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10. Interacts and liaises with the International section of the BC Ministry of Education, Immigration Refugees and Citizenship Canada, Canada Border Services Agency, Ministry of Justice, and other agencies.
11. Participates in the ongoing recruitment and support of international agents in BC
12. Supports students in the preparation and/or procurement of a variety of immigration documents.
13. Attends and assists with professional development activities.

Job Conditions:

1. Work is indoors in a clean, well-lighted and heated building
2. This position can be very stressful as there are time pressures and interruptions.
3. May face a variety of situations requiring decision making and action in accordance with protocols prescribed by the International Program Administrator.

Approved: September 27, 2017
On behalf of CUPE Local 748:

International Program Coordinator
On behalf of School District No. 8 (Kootenay Lake):

