



Date: August 4, 2023

Competition: 23-69

APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME REGULAR POSITION

Position: International Student Services Coordinator (Position #1000383)
Division: Student Affairs
Reporting To: Senior Manager, Student Learning Supports & Disability Resources

Justice Institute of British Columbia:

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

Position Summary:

The International Student Services Coordinator is the first point of contact for international students taking programs or courses at JIBC. This role will be directly involved to the academic success, social connections and cultural acclimatization to enhance the student experience and build community for international students.

Primary Responsibilities:

- Provides direct and holistic support to international students on campus.
- Coordinates and executes activities and events to build community, promote student wellness and enhance academic successes.
- Creates and maintains relevant resources and facilitates workshops focused on skill development and other factors relevant to international student life.
- Maintains an in-depth understanding of locally available resources in order to meet the social and emotional needs of international students and to provide advice and guidance to help international students integrate into the external community.
- Provides emergency counselling services and appropriate and timely community referrals for both international and domestic students in crisis.

- Acts as the point of contact for international students prior to their arrival to answer general questions and refer to appropriate resources to facilitate their safe and legal entry into Canada.
- Creates and delivers an orientation program that assists students with transition issues including health care, housing, and other transition considerations.
- Provides support and assistance with registration issues for all international students and links students to student services as necessary.
- Makes appropriate referrals for more in-depth or complicated issues and follows up with students to ensure that the student received the appropriate information.
- Takes initiative to identify operational or departmental challenges and opportunities and make recommendations for improvement.
- Develops and maintains relationships with key departments, as well as external communities and organizations, building a network to keep up to date on changes relating to best practices in international advising and support.
- Maintains and ensures confidentiality of student records.

Qualifications & Requirements:

- Post-secondary degree in counselling, social work, psychology or international studies, or a related field.
- At least 1 year of experience working in international education in a post-secondary environment.
- At least 1 year of direct experience working with individuals moving to a new country.
- An acceptable equivalent combination of experience, education and training may be considered.
- Demonstrated proficiency with database management.
- Excellent computer skills (MS Office, email and Internet applications) and willingness to learn new systems.
- Experiences that promote a high degree of cultural sensitivity.
- Demonstrated initiative in the completion of work assignments.
- Demonstrated ability to communicate courteously and with staff, faculty, administrators, students and the public, including government and ministry personnel.

We offer a total compensation package that includes a benefit plan, which includes Extended Health and Dental Benefits after three months, and enrollment in the College Pension Plan upon hire. In addition, we offer 20 vacation days and 10 Personal Days annually (pro-rated in first year), as well as generous other leave entitlements.

Salary Range: \$86,668.40 - \$96,241.60 per annum (Fair Comparison Faculty Equivalent Job Level P3)

Posting Date: August 4, 2023

Closing Date: August 18, 2023

Please submit a *resume, covering letter and copies of academic credentials*, quoting Competition #23-69 via email to: People and Culture at hr@jibc.ca

For more information about this position, please contact: Sam Matychuk at smatychuk@jibc.ca

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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