



Student Development Officer (International)

Location: Prince Philip Drive Campus – St. John's

Job Opening ID: 11056

Temporary, Full-Time

Commencing: As soon as possible to December 31, 2020

Deadline to Apply: November 22, 2019

PUBLIC POSTING

DUTIES: The Student Development Officer for International Student Recruitment is responsible for planning, developing and delivering a variety of student services and activities related to the recruitment of international students for College of the North Atlantic. Work involves student recruitment and college promotion and the marketing of the College's programs internationally to CNA campuses. Participates in marketing and networking opportunities such as career fairs, conferences, and trade shows. Identifies and implements student recruitment initiatives by preparing and delivering recruitment presentations: visits to high schools and participating in career fairs to promote college programs. Provides College promotional materials to schools, youth and community groups. Responds to and follows-up on student recruitment inquiries regarding program options, application procedures, accommodations, etc. Organizing campus tours for various groups and delegations such as agents, potential international students, and international delegations. Identifying new recruitment methods and opportunities to increase College enrolment, which requires building and maintaining effective working relationships with the public, business, industry, communities, and schools. Completes various reports regarding recruitment activities. Provide support and advice to international students on attending CNA (i.e. student post-secondary transition, accommodations, etc.); and performing other related duties as required within student services.

The incumbent serves as the 'point of contact' for all international students, and will liaise with internal and external contacts of the College (e.g. international agents) advising on relevant policies/procedures/processes. The incumbent may also assist with student arrival, student orientation to the College, accommodations, health insurance, registration requirements, and fees. May be required to assist with coordinating campus-based tours and/or provide relevant information for orientation packages or other related activities for international students; provides on-going assistance and liaison between registered students and other departments of the College. General advocacy and logistical assistance is often required as well as other related duties as assigned. This position is included in the bargaining unit (NAPE, Support Staff).

QUALIFICATIONS: Candidates are required to have experience as an international student recruiter and demonstrate a strong knowledge of international student recruitment. The candidate must be able to travel extensively internationally with a group or independently. The candidate must be able to advise international students on international student requirements and visa application and processing. The ability to develop and maintain effective relationships with students, faculty and staff while being able to work independently under minimal supervision is essential. Candidates must also be able to manage a complex set of priorities utilizing effective organizational and time management skills. This position requires a strong collaborator who is highly motivated and enthusiastic about post-secondary student

success and improving the overall student experience. Excellent problem solving abilities in addition to strong written and oral communication skills and a proven comfort level with public speaking is critical to the success of this role. The required knowledge and skills would have been obtained through the successful completion of a Degree in Social Sciences, Education or Business Administration (or related) supplemented by relevant work experience in higher education international student recruitment and be a certified immigration consultant.

SALARY: CG-E33- \$50,687.00-\$56,383.60 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca. Proof of credentials and names of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio Deleon, Human Resources Consultant at sergio.deleon@cna.nl.ca or by phone at (709) 758-7229.