



VANCOUVER ISLAND
UNIVERSITY

Manager, International Admissions Faculty of International Education

Closes February 9, 2011

We invite applications for this position. A summary of duties and requirements follows.

For complete description and application instructions, please go to:

<http://www.viu.ca/HumanResources/postings/>

Duties

Reporting to the Director, International Admissions, this position will be responsible for managing the daily operations of the Admissions/Finance unit, which handles the processing of student applications, collections of student fees, registrations, and resolution of related issues. Provide direction, supervision and training to support staff as required, and guidance and information to other areas of International Education. Respond to an extremely large volume of e-mail enquiries from agencies and prospective students. Assist the Designated Institutional Representative with the co-ordination of the off-campus work permit program. Maintain current and detailed information about any immigration issues or changes that affect students. Occasionally represent Vancouver Island University and the Faculty of International Education in Canada and abroad by visiting agencies, attending student fairs and making high school visits.

Qualifications Required

Bachelor's degree from an appropriately accredited institution. Five to ten years directly related experience working with an international department in a post-secondary environment. In-depth knowledge of student registration and financial systems is required. Must have thorough knowledge of immigration issues related to students. Must have detailed understanding of secondary and post-secondary education throughout the world and have the ability to research and provide comparability of educational transcripts and credentials.

