International Student & Immigration Advisor

Centre for International Education & Global Partnerships

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.

An eligibility list may be created for similar casual, part-time, full-time, and term positions.

DUTIES
Reporting to the Manager of Global Engagement, the International Student and Immigration Advisor counsels, educates, and supports a diverse international student population (prospects, applicants, and enrolled students) to define realistic and attainable academic plans; matches education, interests and goals with suitable programs; evaluates program readiness based on academic and professional background and recommends academic upgrading options where appropriate. This position also provides professional, confidential, ethical and accurate advice for international students in areas such as Study Permit extension, CO-OP Work Permit, Post-Graduate Work Permit, Temporary Residence Visa, Manitoba Provincial Nominee Program (MPNP) and other related immigration information. The International Student Advisor / Immigration Advisor must uphold the standards and policies set by International Education Act of Manitoba – Bill 44 and other Canadian international education bodies and associations.

REQUIRED QUALIFICATIONS

- An undergraduate degree in Education or a Business related field. Other combinations of education and experience may be considered.
- A designation with the Immigration Consultants of Canada Regulatory Council (ICCRC) and membership in good standing
- Experience in academic, career and immigration advising
- Experience working with confidential records and knowledge of FIPPA
- Extensive experience and proficiency with MS Office Applications (e.g. MS Word, Outlook, Excel, PowerPoint) and the ability to learn new software quickly and efficiently
- Knowledge of the International Education Act of Manitoba, Bill 44 and other Canadian international education bodies and associations
- Excellent organizational and time management skills with the ability to work with vast amounts of information and meet deadlines while working under pressure
- Ability to maintain effective relationships with College faculty, support staff, and government units
- Experience in planning, facilitating and managing events (both in-house and virtual) and with virtual meeting software, such as WebEx Meeting and MS Team
- Experience with conflict resolution and ability to handle difficult conversations
- Excellent interpersonal skills
- Effective written and verbal communication skills
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Knowledge of other language(s) such as Portuguese, Spanish, Hindi, Cantonese and/or Mandarin and International work experience (desired).
- Working experience in a post-secondary education sector.

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- May be required to work at various RRC campuses
- This position may be required to travel

COMPETITION NUMBER
2020-130

CLOSING DATE
October 15, 2020

SALARY
$57,780 – 79,057 per annum

POSITION LOCATION
Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE
Full-Time Position Available

APPLY BY EMAIL TO
humanresources@rrc.ca

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.

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

rr.ca