LOYALIST COLLEGE of Applied Arts & Technology

We seek outstanding individuals to join Loyalist College. Become a part of our diverse environment while creating brighter futures, greater prospects and endless possibilities!

TITLE:	**International Settlement and Support Officer**	**POSITION:**	Full-Time
LOCATION:	Belleville, Ontario – Main Campus		
DEPARTMENT:	International	**HOURS:**	35 hrs/week
POSTING DATE:	September 21, 2022	**COMPENSATION:**	$26.21
CLOSING DATE:	Posted until filled	**START DATE:**	November, 2022
		COMPETITION #:	SUP22-39R

Loyalist College is located on the territory of the Huron-Wendat, the Anishinaabeg, and the Haudenosaunee people. We acknowledge our shared obligation to respect, honour, and sustain these lands and the natural resources contained within. Loyalist College is Ontario's Destination College – empowering students, faculty, staff, and partners through experiential, industry focused, cluster-based education, training, and applied research programs. Located on more than 200 acres in the beautiful Bay of Quinte region, the College is perfectly positioned between Toronto, Ottawa, and Montreal. Loyalist College is a close-knit community where students and their success come first. Loyalist provides personalized attention in small classes, rewarding field placements, and superior student services. Its Belleville, Bancroft, and Toronto campuses and Port Hope satellite location support programs and services for more than 6,000 full-time and 8,000 part-time students each year.

INTERNATIONAL SETTLEMENT AND SUPPORT OFFICER:

Reporting to the International Manager, the International Settlement and Support Officer provides support to the International Centre and settlement support to new arriving international students to ease their transition to Canada, Belleville, and the Loyalist College campus. As part of a team, the incumbent will coordinate all arrival and settlement services by providing personal, friendly and caring front-line service to all students to maximize and retain students on campus.

RESPONSIBILITIES:

- Assists educational agents and international students coordinating pre-arrival, arrival and settlement support services for students who travel and transition to Canada, Belleville and Loyalist College
- Provides guidance and support to all international students on settlement, cultural adjustment, integration, medical insurance and accessible support services
- Initiates, coordinates and processes all international student refund and transfer requests
- Develops and coordinates informative presentations to international students on student life in Canada
- Develops and coordinates various cultural and social activities to enhance the overall student experience, to promote diversity on campus and integration of international students
- Supports International Admissions and Registration Officer during peak application times by completing applicant processing
- Must be available to work evenings, weekends, and holidays, specifically during the college holiday closure to support new arriving international students as the first point of contact
- Performs other administrative duties as assigned

QUALIFICATIONS:

- Completion of a two (2) year College diploma Business, Social Studies, International Education, or related field
- A minimum of two (2) years of related experience working in an office environment
- Proficiency in Microsoft Office. Experience using Banner or OCAS/ICAS considered an asset.
- Well-developed interpersonal and communication skills, both written and oral
- Ability to work cooperatively, to accomplish joint tasks and build positive working relationships
- Ability to work independently in a fast-paced environment managing competing priorities
- Excellent organizational skills and time-management skills, attention to detail and problem-solving skills
- An ability to apply an understanding of diversity and inclusiveness to meet the needs of a diverse student population.

TO APPLY: Applications **must** be submitted **quoting the competition #SUP22-39R in the email subject line**. Please send a covering letter and a resume in MS Word or PDF format to:

People and Culture
E-mail: peopleandculture@loyalistcollege.com

Posted in accordance with Article 17.1 of the Full-Time Support Staff Collective Agreement

Please note: Following an offer of employment, candidates with Canadian credentials will be required to provide official transcripts from the granting educational institution(s); candidates with international credentials must provide World Education Services (WES) www.wes.org/ca evaluation (at their own cost) confirming Canadian equivalency of their credentials.

Loyalist is committed to promoting a diverse and inclusive college community. We encourage and welcome applications from marginalized and equity seeking groups. Loyalist College is committed to accommodating applicants with disabilities throughout the hiring process. If you have accommodation needs, please inform us as soon as possible by sending an email to peopleandculture@loyalistcollege.com.

We thank all applicants, however, only those selected for an interview will be contacted