

ASSISTANT DIRECTOR INTERNATIONAL STUDENT PROGRAM

Under the authority of the Director of Educational Services, the position of Assistant Director of the International Student Program provides both strategic leadership and business management for ETSB's internationalization initiatives. The International Education portfolio includes Recruitment Initiatives, International Exchanges and Student Support Measures.

The Assistant Director will oversee marketing and recruitment strategies and initiatives for specific markets, including participating in student recruitment activities both locally and overseas. The Assistant Director also oversees short-term international student programs, assists with the development and coordination of the school board's International Student Program, as well as supports the administration of the International Education Office.

THE POSITION INCLUDES THE FOLLOWING RESPONSIBILITIES:

- Promotes and advances the ETSB's internationalization goals and objectives with other administrators, faculty and staff;
- Designs and advances enrolment strategies focused on recruitment and retention of students that have a strong fit and high likelihood to succeed at the ETSB;
- Liaises with external partners and fosters effective relationships;
- Develops and manages agent recruiter contracts;
- Develops and implements business strategies for the achievement of significant revenue targets;
- Ensures the existence of a supportive learning environment for international students through the availability and delivery of high quality services and programming including student placements, international student orientation, academic tutoring, and social programming;
- Assumes the role of legal custodian for minor students;
- Maintains and further enhances the ETSB's international exchanges;
- Ensures that an atmosphere of cooperation is maintained, and professional development opportunities are made available to all International Education staff in order to meet the ongoing requirements for growth and change;
- Reports regularly and as requested on the progress and success of all internationalization initiatives;
- Other duties as may reasonably be assigned.

QUALIFICATIONS:

- A university degree in business, marketing or education;
- Three (3) to five (5) years direct experience in marketing or business development and working with international partners;
- Must have a valid driver's license and passport;
- Experience with travel for professional purposes.

OTHER COMPETENCIES:

- Strong business acumen and resource management;
- An understanding of the public school system in Quebec ;
- Knowledge of the Quebec Education Act and Immigration Policies in Quebec and Canada;
- Knowledge and understanding of cultural diversity;
- Ability to travel and work flexible hours including weekends;
- Excellent oral and written communication skills in English is essential.

Place of Work: Central Board Office, Magog, QC

Starting Date: February 28, 2018

Salary: Class 7 (as per the conditions of employment of management staff of school boards)

Please submit your curriculum vitae before **February 14, 2018** to:

Human Resources Department
hr@etsb.qc.ca

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