



University of Northern British Columbia

Competition #14-193CU



International Program Development Officer (Regular, Fulltime)

The International Education Department is the central point of contact for UNBC's international initiatives consisting of English Language Studies Program, International Exchanges and Partnerships, International Student Services and International Marketing and Recruitment.

Purpose:

Reporting to the Director of International Education or delegate, the International Program Development Officer responsibilities will be to build, develop, and support international academic programming that enhances the overall UNBC mission. Strong collaborative working skills will be necessary as the incumbent will be responsible for coordinating the international efforts between academic units, faculty members, international educational partner institutions and agents, and international students. The Officer has a significant role in International Education special projects and initiatives, as well as collaborating with Deans and faculty regarding academic program development. The Officer is also responsible for day-to-day oversight, operational and administrative functions related to International Education Department programming.

Responsibilities:

The International Program Development Officer is responsible for working with autonomy and initiative to respond to expressed needs and directives resulting from the University's strategic direction. This includes researching, recommending and aligning UNBC's international endeavours to the international student market trends, and developing an outreach plan to solidify UNBC's relationships with international partners. The Officer will collaborate with the International Education team as well as with the Office of the Registrar, Communications Department and Office of External Relations to ensure course scheduling, consistent messaging, and professional international marketing and recruitment efforts optimize UNBC's student enrolment targets.

The duties and responsibilities will be coordinated from the main Prince George campus, with the expectation that this role may be transferred to another campus within a year.

Duties include but are not limited to:

- researching and developing comprehensive proposals and strategies, with subsequent implementation to ensure viability, sustainability and profitability within the context of academic success for students;
- collaborating with Deans and faculty regarding academic program development and midterm program evaluation and enhancement;
- implementing and administering programs to ensure viability, sustainability and profitability for IE;
- organizing and directing targeted initiatives and special projects launched by UNBC International;
- marketing programs and recruiting international students for initiatives and special programs which support the mission and goals of UNBC student recruitment and retention;
- supporting specific revenue-generating activities and UNBC's enrolment efforts by focusing on the international student market;
- planning regular and special events;
- overseeing approved budgets for programs and initiatives;

- recruiting, training and supervising volunteer personnel to support the endeavors;
- creating marketing materials (paper based, social media, multimedia etc.) for international audiences.

Qualifications:

The successful candidate will possess a Master's degree, preferably in (international) education or business/public administration, together with a minimum of two years of relevant experience in an international education setting with project planning, delivery and administrative responsibilities. Experience with international marketing and recruitment with context of the post-secondary environment is critical. An equivalent combination of education and experience will be considered.

The successful applicant will be fluent in English and a second language, preferably Mandarin. Experience in international educational and international program planning, implementation, and evaluation is necessary. Proficiency in the Microsoft suite is essential including word processing, spreadsheet, database, publishing, presentation and email packages. You will be savvy with internet usage, social media and communication trends. You must have exceptional interpersonal and organizational skills, proven leadership skills, supervisory ability, and strong ability to take initiative. Strong verbal and written communication skills are essential in both languages.

As international travel is required, a valid Canadian Passport and BC Driver's License are necessary. Employment is subject to a current clear criminal record check.

Salary:

This position has been classified at Interim Grade 11. The annual salary range for this position is \$60,041.80 – \$61,898.20, and the normal starting salary will be \$60, 041.80.

Normal work hours will be scheduled Monday to Friday between 8:30 am – 4:30 pm. Flexibility of working hours is required for meetings, travel and special events with additional hours sometimes necessary.

To Apply:

Internal applicants from CUPE Local 3799 will be given priority consideration.

Please forward your resume and proof of education quoting competition #14-193CU to:

Human Resources, University of Northern British Columbia,
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: HRecruit@unbc.ca

Inquiries: (250) 960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.

**Applications will be accepted until 4:30pm Tuesday, December 16, 2014.
Priority will be given to internal applications.**