Coordinator, International Programs

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Forbes Ranks U of G Among Canada's Top Employers [1]

Professional and Managerial Group

Coordinator, International Programs

Student Life

Hiring #: 2016-0316

Please read the Application Instructions [2] before applying

In keeping with Guelph’s institutional commitment to the recruitment, persistence and success of international students, the Coordinator, International Programs, reporting to the International Student Advisor, devises, designs, implements and evaluates a range of programs, services and interventions that promote the holistic development of full degree undergraduate and graduate international students from over 85 countries. The Coordinator provides advisement and counselling to incoming undergraduate and graduate international students, particularly during peak times when the International Student Advisor’s waiting list is activated. The Coordinator directs students to resources both on campus and in the City of Guelph and brings resource persons to campus as required. Through an analysis of user statistics, learning outcome assessment results, and institutional data, the Coordinator develops innovative interventions and programming strategies that respond to emerging and diverse needs associated with the retention, persistence and academic success of international students. The Coordinator supports the transition of international students to life in Guelph, fosters student engagement and persistence, promotes intercultural competency development while supporting the exploration of students’ intersecting identities (e.g. cultural, ethnic and national, religious, gender-based), and reinforces a sense of continuity, uniqueness and affiliation. The incumbent provides leadership for advancing academic, personal support, social and cultural programs and services for both undergraduate and graduate international students through campus collaboration and by conducting research into promising practices at other colleges and universities. The Coordinator also acts as the student advisor and staff support person for World University Service of Canada (WUSC) – Student Refugee Program (SRP) and the WUSC Local Committee, including advisement and counselling of the sponsored students who study at the University of Guelph and support for the SRP volunteers who provide peer support to the sponsored students with regards to social development, living arrangements and educational needs.

Requirements of this position include: a Master’s Degree in Social Work, International Development, or Higher Education and relevant professional experience within an international education context whereby they have demonstrated strong advising and counselling skills when working with international students. Expertise in providing advisement, counselling and support to students regarding all forms of culture shock, discrimination, family relationships, mental health challenges and identity development is critical. The incumbent must have significant experience in assisting international students with navigating support systems where multiple service providers are involved.

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Additional requirements include: proven success in the development of diverse and complex programming and budgeting; knowledge of the developmental needs of undergraduate and graduate international students and issues of retention and persistence for these populations; student development, transition and retention theories; understanding of the complexity of student identity and education issues, particularly as they pertain to international students; proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); demonstrated excellence in verbal, written communication and interpersonal skills; and the demonstrated ability to empathize and communicate effectively in a cross-cultural setting. The incumbent must have the ability to supervise teams of Peer Helpers, student staff and volunteers of varying knowledge and experience. Must be able to work select evenings and weekends.

Position Number   530-020  
Classification     P03*  
Professional/Managerial Salary Bands [3]

*Tentative evaluation; subject to committee review.

Posting Date: 2016 08 03  
Closing Date: 2016 08 10