Coordinator, International Student Programs

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Professional and Managerial Group

Coordinator, International Student Programs

Student Experience

Temporary full-time from March 1, 2021 to May 31, 2022
Hiring #: 2021-0041

Please read the Application Instructions [1] before applying

The Department of Student Experience requires an experienced professional to design, deliver, and evaluate programs and services that create a supportive environment for undergraduate and graduate international students. The Coordinator will support the transition of international students from country/community of origin to life in Guelph, foster student engagement, and promote intercultural competency development. The Coordinator will develop pre-arrival resources, transition programming, programs and workshops to advance social and cultural programs and services for international students.

The Coordinator will provide advisement and coaching to student organizations working with international students and to students sponsored through Word University Services Canada (WUSC).

The incumbent will develop and maintain relationships with multiple stakeholders, including students and student groups, Student Experience team members, and University of Guelph departments.

The Coordinator will supervise and provide direction for approximately 4 part-time student staff and 5 Peer Helpers. The Coordinator will report to the International Student Advisor.

In order to be successful in this role, the incumbent is required to have:

- A Master’s degree in international development, social work, higher education, or another related field, coupled with a minimum of 3 years of progressive experience working in an international student engagement function. An equivalent combination of education and experience may be considered.
- A strong skill set in the development of diverse programming and services, including intercultural and educational programs.
- Substantial knowledge of and practical experience working with diverse cultures and worldviews, and international student identity development.
- Skills to effectively communicate in cross-cultural and intercultural settings.
- An ability to collaborate amongst diverse groups and in intercultural settings.
- A strong aptitude in written, verbal, and non-verbal communication.
- Intermediate level Microsoft 365, including MS Word, Excel, and PowerPoint is required.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification P03
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.
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[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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