



ST. JAMES-ASSINIBOIA SCHOOL DIVISION
"Great Schools for Growing and Learning"

Currently has an opening a 12 month position.

**HOMESTAY AND ACTIVITIES ASSISTANT
INTERNATIONAL STUDENT PROGRAM**

In support of the Manager, the successful applicant will provide additional assistance to International students, homestay families and schools, and will act as a liaison for International students as required.

Qualifications

- 1 – 2 years knowledge and experience in the field of International Education.
- 1 – 2 years of experience in planning and coordinating activities for youth.
- Ability to communicate effectively both orally and in writing, which may include the ability to deal with very personal and sensitive issues.
- Awareness of and sensitivity to cross-cultural issues.
- Well-developed computer skills.
- Ability to effectively mediate/resolve conflicts.
- Well-developed knowledge of the city and province, including cultural and recreational facilities, as well as of national and international regulations.
- Ability to work flexible hours, including evenings and weekends, as well as the ability to respond to urgent situations on short notice.
- Must possess a valid driver's license as well as a legally registered motor vehicle.

ANNUAL SALARY: \$48,523.83 to \$54,614.00

START DATE: May 13, 2024

Applicants must submit a Non-Teaching Application and detailed resume. This position will remain posted until it's filled. Please apply to:

APPLY TO:

Attn: Manager, Human Resources, MANTE

Email: mantepostings@sjasd.ca

The St. James-Assiniboia School Division is proud to employ staff who represent the diverse community it serves and is committed to providing an inclusive and barrier free work environment. If you need to be accommodated during any phase of the hiring process, please contact Human Resources to request special accommodation. All information received relating to accommodation will be kept confidential.

May 2, 2024