

#94946

CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION TITLE: **MANAGER, INTERNATIONAL STUDENT PROGRAM**

REPORTS TO: Superintendent/Chief Executive Officer or Designate

SUPERVISES: All International Student Program Staff

JOB SUMMARY: To oversee and ensure the successful delivery of the International Student Program including attracting new international students, administering the admission process, assigning appropriate homestay accommodations and ensuring students are provided with sufficient information to assist them with living and attending school in Winnipeg.

KEY ACCOUNTABILITIES:

1. To develop and sustain a positive educational environment consistent with the mission of the School Division in the International Student program.
2. To be responsible for the application of all pertinent legislation, standards, policies and procedures as they pertain to this program; including acting as the legal custodian for all international students when in Winnipeg.
3. To determine the appropriate programs, marketing the selected programs, and for establishing appropriate local and worldwide community contacts to ensure the continuing success of the program.
4. To be responsible for budget administration and the successful operation of the program.
5. To recruit potential homestay families and ensure that accommodations available are compatible and within standards expected, to retain and support homestay families for future placements, and to disburse homestay fees.

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ST. JAMES-ASSINIBOIA SCHOOL DIVISION

Great Schools for Growing and Learning

JOB DESCRIPTION:**AP1-19**

6. To present orientation sessions to newly arrived international students and homestay families and to plan and lead professional development for staff in the area of International Education.
7. To provide international students with information or assistance with all aspects of living in Winnipeg including immigration status, banking, transportation, medical appointments, health insurance and religious or social activities.
8. To liaise with local, national and international agencies as required focused on building and maintaining strong partnerships.
9. To maintain regular and as-needed contact with international students and homestay families to ensure continued compatibility.
10. To arrange for alternative accommodations in the event the homestay family is unable to maintain its commitment. May be asked to provide short-term accommodation in own home when required.
11. To monitor the student's educational progress, to liaise with school staff and relevant others in this regard and to provide copies of official transcripts and school documents to the students' parents as required.
12. To travel domestically and internationally as required and make decisions around new markets and program opportunities.
13. To support the Continuing Education program as required.
14. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree in Business or related discipline
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

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