

International Student Specialist

University of Alberta

This position is a part of the Non-Academic Staff Association (NASA).

This position offers a comprehensive benefits package which can be viewed at: <https://www.ualberta.ca/faculty-and-staff>.

Location- Work primarily takes place at North Campus, Edmonton.

Working at the University of Alberta

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the histories, languages and cultures of First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

The University of Alberta is a community of knowledge seekers, change makers and world shapers who lead with purpose each and every day. We are home to over 14,000 faculty and staff, more than 40,000 students and a growing community of 300,000 alumni worldwide.

Your work will have a meaningful influence on a fascinating cross-section of people — from our students and community members, to our renowned researchers and innovators, making discoveries and generating solutions that make the world healthier, safer, stronger and more just. <https://www.careers.ualberta.ca/>.

Working for the Department

The U of A is committed to preparing students to be engaged global citizens, mobilizing our research to solve global challenges and collaborating with partners to uplift communities locally and around the world.

Driven by this vision to positively impact our students and the global communities we serve, University of Alberta International (UAI) works with a broad range of internal and external communities to foster the creation of an internationally vibrant learning and research environment.

UAI supports the university community in the development and delivery of impactful international experiences, partnerships and opportunities to foster global citizenship for students, faculty and staff.

UAI lies within the portfolio of the U of A Office of the Provost and Vice-President (Academic).

Reach out to our team for guidance, expertise, and support for U of A international activities.

Areas of Work: Global Engagement, Global Learning, International Student and Visitor Services

Position

This position requires RCIC certification.

Reporting to the Director, International Student and Visitor Services (ISVS), the International Student Specialist delivers services and programs that:

- Provide immigration advice to students, faculties and administrators. Advice may be related to individual cases or to policy issues and university procedures.
- Requires full and valid membership with the College of Immigration and Citizenship Consultants
- Facilitate the arrival and settlement of international students such that they are able to accomplish their academic, personal and professional objectives.
- Enhance University community members' skills when working with international students. Services and programs are provided to degree and non-degree students and delivered in a complex intercultural environment with over 8000 students from approximately 155 countries (2021 degree student data).

Duties

Student advising -70%

- Manages approximately 3,400 advising interactions per year (based on having five Specialists/RCIC or RISIA positions). Approximately 80% of advising appointments concern immigration issues. Advising services are delivered in person and online.

Program development and delivery and teaching - 25%

- Develops programs to meet both the needs of students and accomplish the objectives of the university. Programming is innovative and flexible and responds to current needs. Programming addresses students immediate and long-term settlement needs, assisting them to achieve their academic, personal and professional goals. Programming enhances the campus environment that international students can contribute fully to the university community.
- Develops and maintain relationships with government agencies to ensure that international students are compliant with IRCC regulations

Strategic and operational planning- 3%

- Regularly reviews advising materials to ensure they are accurate and current.

- Advises the Director of changes to policies or procedures that may require communication in writing to students. Undertakes required research and updates these written communications.
- Contributes to discussions and activities that further UAI's mandate and which further the University of Alberta's internationalization objectives.
- Participates in UAI strategic initiatives.

Staff supervision - 2%

- Supervises temporary staff, normally full-time during May-August and part-time the remainder of the year.

Qualifications

- The ideal candidate will have a university degree in a related discipline and professional designation as a Registered Canadian Immigration Consultant (RCIC)
- A minimum of three years of related experience preferably in a postsecondary environment
- Fluency in a second language would be an asset, preferably in French
- Knowledge in the following areas: issues facing international students, intercultural communication theory and practices, international education systems and education cultures and student development theories
- Excellent advising, problem-solving, interviewing and communication skills
- Strong interpersonal skills such that service is delivered to a diverse client group with affirmation and respect
- Leadership and group facilitation skills
- Organization and time management skills
- Demonstrated ability to work as part of a team
- Computer proficiency in word processing, presentation software, spreadsheets, databases, online interaction platforms, client management software, email, social media and research skills

Please note that we prefer candidates with RCIC designation who are in good standing with CIC: see <https://college-ic.ca/about-the-college/who-we-are> and applicants with at least 2 years working in a post-secondary setting and fluent in French as well as English.

Along with your resume, please include a cover letter that outlines your student

To apply, please visit: <https://apptrkr.com/5441965>

The University of Alberta is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage women; First Nations, Métis and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender

identity and expression; and all those who may contribute to the further diversification of ideas and the University to apply.

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