

Medicine Hat Catholic Board of Education

"Showing the Face of Christ to All"



Competition #275 International Education Supervisor (Part Time – Up to 14 Hours per week)

Start Date: June 10th, 2019 (or a mutually agreed upon date)

End Date: August 31, 2020

Closing date for applications: May 31st, 2019 @ 12:00pm

Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2600 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

Description: Working closely with the High School Principal and reporting to the Superintendent. The MHCBE International Education Supervisor is responsible for managing the International Education program for the District which includes, the recruitment of international students, finding suitable homestay families, and supporting those students and their families while in Canada.

Duties and Responsibilities:

- Recruit international students for short and long stay educational experiences
- Attend recruitment fairs and engage in agent visits
- Collaborate with other colleagues in the industry
- Travel abroad as required and approved by the Superintendent of Schools.
- Create effective agency partnerships and maintain relationships
- Review and evaluate all international applications to determine whether a student should be accepted into the international program; also includes preparation of acceptance letters and invoicing families.
- Provide international families with support in acquiring immigration documents, study permits, medical insurance, Visa, custodianship, etc.
- Advertise, interview and coordinate homestay families following District guideline.
- Communicate regularly with families and students (Enrollment and ongoing school support)
- Provide ongoing student support at the school level (academic, spiritual activities, etc.)
- Work collaboratively with teachers who teach the international students
- Work with the academic counsellor and administration to create student timetables, based on student needs
- Understand and stay abreast of Ministry Education and government regulations for international students
- Research requirements for students from other countries to study in Canada.

Qualifications and Skills:

- A Bachelor degree or relevant experience
- International experience
- Commitment to recruiting international students and growing the program
- Marketing skills and ability to promote the school
- Approachable with the ability to understand and work with people from diverse cultures
- Effective organization, time management, problem solving and critical thinking skills
- High level of initiative, independence, judgement and discretion
- Excellent interpersonal and communication (including verbal & written skills and ability to communicate via technology)
- Ability to maintain confidential information

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the District, will undertake to follow, both in and out of your employment with the District, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

For more information, please contact: Mr. Chuck Hellman, Associate Superintendent/Human Resources at (403) 502.8352 or email chuck.hellman@mhcbce.ab.ca;

Please reply with Cover Letter, Resume and an Support Staff Application Form, along with three reference contacts from persons in a position that have observed the leadership skills of the applicant. Applicants should include an up to date pastoral reference. Application forms can be found online at www.mhcbce.ab.ca under Human Resources/How to Apply.

Application Package will be accepted by:

- 1: E-mail; resumes@mhcbce.ab.ca
- 2: Hand delivered; Attention Lore Luca

Medicine Hat Catholic Board of Education
1251 - 1st Avenue SW, Medicine Hat, Alberta T1A 8B4

Great Schools – Fantastic Staff – Exceptional Programming We thank all those that apply. Only those selected for an interview will be contacted.